

MINUTES OF REGULAR MEETING
OF
BOARD OF TRUSTEES
OF
YOUNGSTOWN STATE UNIVERSITY

Tod Administration Building
Friday, September 10, 1999

Pursuant to notice duly given, a regular meeting (the one hundred and ninety-ninth) of the Board of Trustees of Youngstown State University convened at 3:00 P.M., Friday, September 10, 1999, in the Auditorium of Southwoods Commons in Boardman, Ohio.

Eight trustees were present at the meeting, to-wit: Mrs. Ruth Z. Wilkes, vice chairperson of the board, who presided, Dr. Y. T. Chiu, Mrs. Eugenia C. Atkinson, Mr. Joseph S. Nohra, Dr. Chander M. Kohli, Mr. Larry E. Esterly, Mr. Charles B. Cushwa III, and Mr. F. W. Knecht III. Also present was student trustee Ms. Carrie A. Wilson. Absent was Mr. Bruce R. Beeghly.

Also present were: Dr. Leslie H. Cochran, President; Dr. James J. Scanlon, Provost; Dr. G. L. Mears, Executive Vice President; Dr. Cynthia A. Anderson, Vice President - Student Affairs; Dr. Charles A. McBriarty, Special Assistant to the President, and Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 40 persons, including deans, members of the faculty, students, administrators, and members of the news media.

The Chairperson called the meeting to order.

ITEM I - PROOF OF NOTICE OF MEETING.

Evidence was available to establish that pursuant to Article II, Section 1, of the board's *Bylaws*; written notice of today's regular meeting was timely provided to each of the nine trustees, the student trustee, and to the president.

ITEM II - DISPOSITION OF MINUTES FOR REGULAR MEETING HELD JUNE 11, 1999, AND SPECIAL MEETING HELD JULY 26, 1999.

Prior to the meeting, the secretary had mailed draft copies of the minutes of the board's regular meeting held on June 11, 1999, and the special meeting held on July 26, 1999, to each trustee, the student trustee, and to the president. There being no additions, corrections, or revisions to the minutes, the minutes were approved as mailed.

ITEM III - REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Cochran provided the following informational reports:

1. William F. Maag, Jr. Library - Thomas Atwood.

Dr. Cochran introduced Mr. Thomas C. Atwood, Interim Director of Maag Library. Mr. Atwood distributed copies of the "William F. Maag, Jr., Library Annual Report 1998/99." Mr. Atwood reported on a number of recent "success stories." Mr. Atwood reported that Maag Library has now included the Curriculum Resource Center in the Beeghly College of Education for a full year. The Curriculum Resource Center now accounts for 20% of the Library's circulation rate. Mr. Atwood stated that a Computer Lab has been opened in Maag Library, and is available 85 hours per week to students holding valid identification. The Library's website is growing, and has received 22,000 "hits" in the last three months.

Mr. Atwood reported that Maag Library was awarded two OhioLINK instructional website grants last year after a very competitive process. In 1999, the Friends of Maag Library brought the Shenandoah Shakespeare Express to YSU for the third time. More than 400 local high school students had attended the three plays presented at YSU. Mr. Atwood reported that two practicum students are presently working in the Library.

2. Upward Bound TRIO Program - Judith Gaines.

Dr. Cochran introduced Ms. Judith Gaines, Executive Director - Student Life, who described an \$800,000 Upward Bound grant received by the university. Ms. Gaines stated that Upward Bound is one of seven affiliated United States Department of Education TRIO programs. Ms. Gaines explained that the TRIO programs are a set of educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. Upward Bound is a prestigious, highly competitive, national program which seeks to increase the rates at which participants complete secondary education, enroll and graduate from institutions of postsecondary education.

Services provided by the Upward Bound program at YSU include weekly classroom instruction in science, literature/writing, mathematics and foreign languages; tutoring; counseling; mentoring, and an intensive academic summer residential experience. The Upward Bound program at YSU operates in partnership with the Youngstown City Schools, and focuses on 50 active participants. A director, two counselors, and a half-time secretary staff the program. The program is funded at \$800,000 over four years, and is strongly supported by cash and in-kind contributions from the regional community.

ITEM IV - REPORTS OF THE COMMITTEES OF THE BOARD.

The board considered the following committee reports and recommendations:

1. Academic Affairs Committee

Dr. Scanlon reported on program development at the associate and graduate degree levels. Dr. Scanlon described associate degree level program initiatives related to information technology and manufacturing. In the area of Electrical Engineering Technology, two new associate degree programs are being offered this Fall Quarter: Computer Engineering Technology, and Instrumentation and Process Control Technology. An associate degree program in Telecommunications Technology is being developed for the 2000 Fall Quarter. Dr. Scanlon said that the twenty-five associate degree programs offered by YSU offer the opportunity for regional residents to develop quality career skills.

Dr. Scanlon provided a brief report on the Tech Prep program. Dr. Scanlon stated that the first class of Tech Prep students from area high schools arrived at YSU last year. Dr. Scanlon reported that 90% of the 21 Tech Prep students who matriculated at YSU in the Fall of 1998 have returned for the 1999 Fall Quarter. Dr. Scanlon stated that approximately 200 high school juniors have entered the Tech Prep program this year, and that 250 are expected to enter next year.

Dr. Scanlon reported that the Master's of Public Health program has been implemented, and is also offered through distance learning at Lorain Community College. If approved today by the board, the Master's in Physical Therapy will be submitted for Ohio Board of Regents approval. Preliminary proposals have been submitted for master's degree programs in Computer Information Systems and in Fine Arts - Creative Writing. It is expected that a preliminary development plan will be submitted this month for a master's degree program in Environmental Studies.

Dr. Scanlon stated that he received word this morning that YSU had been awarded a \$2.5 million U.S. Department of Education grant, the largest single competitive federal grant ever received by the university. The grant, for the "Tri-County Partnership for Excellence in Teacher Preparation," involves a partnership among the university, and the Mahoning, Trumbull and Columbiana county schools. In Mahoning County, the program focus will be on the Youngstown City Schools. In Trumbull County, the program focus will be on the Warren City Schools. The program is intended to improve the preparation of teachers in science, mathematics, and language arts. Dr. Scanlon congratulated the faculty and staff who participated in the development of the grant.

Following Dr. Scanlon's report, the chairperson recognized Mr. Cushwa, chairperson of the Academic Affairs Committee, who stated that the committee had three resolutions for consideration by the board. On behalf of the committee, he then moved the adoption of the following resolution:

Resolution to Authorize
Conferral of Honorary Degree

YR 2000-02

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Science (D.Sc.) degree, honoris causa, upon Mr. Joseph W. Tucciarone, with all the rights and privileges attendant thereto.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

On behalf of the committee, Mr. Cushwa then moved the adoption of the following resolution:

Resolution to Approve
Research, Grants, and Sponsored Programs Policy

YR 2000-03

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Research, Grants, and Sponsored Programs, policy number 1013.01 of the **University Guidebook**, and does hereby rescind the former corresponding Article IV, Sections 5, 6, 7, and 8, of the **Policies of the Board of Trustees of Youngstown State University**, both shown as Exhibit A attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

On behalf of the committee, Mr. Cushwa then moved the adoption of the following resolution:

Resolution to Approve
Master's Degree in Physical Therapy

YR 2000-04

WHEREAS, the University initiated a bachelor's degree program in physical therapy in Fall 1996 to serve the needs of the regional community; and

WHEREAS, the bachelor's degree program received initial accreditation from the Commission on Accreditation in Physical Therapy Education in May 1998; and

WHEREAS, the essential credentialing degree in physical therapy, as determined by the Commission on Accreditation in Physical Therapy Education, will be the masters degree in physical therapy beginning in 2002.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the offering of the master's degree in physical therapy subsequent to the approval of said degree by the Ohio Board of Regents.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the Resolution adopted.

2. Budget and Finance Committee

The chairperson recognized Mrs. Atkinson, a member of the Budget and Finance Committee, who stated that the committee was recommending two resolutions for adoption by the board. On behalf of the committee, she then moved the adoption of the following resolution:

Resolution to Approve
Adjustment to FY 2000 Current Fund Budget

YR 2000-05

WHEREAS, the FY 2000 Current General Fund budget was approved by the Board of Trustees; and

WHEREAS, increases in the Current General Fund budget are subject to approval by the Board of Trustees; and

WHEREAS, the University elected to defer the purchase of various goods and services in FY 1999 and now has determined that funds to support the deferred expenditures are available; and

WHEREAS, certain planned FY 2000 expenditures were not initially proposed in the FY 2000 budget pending determination of the FY 1999 Current General Fund end-of-year balance; and

WHEREAS, FY 1999 Current General Fund end-of-year balances are now known and are sufficient to support the planned FY 2000 expenditures;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the use of funds from the Reserve for Closed Purchase Requisitions for the purchase of deferred goods and services and the use of the FY 1999 Current General Fund end-of-year balance to provide for the planned FY 2000 expenditures; and

BE IT ALSO RESOLVED, that the Board of Trustees does hereby approve an increase in the FY 2000 Current General Fund budget up to \$1,457,844 as shown on the attached Exhibit B, subject to audit adjustments.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, she then moved the adoption of the following resolution:

Resolution to Approve
Adjustment to FY 2000 Auxiliary Enterprises Budgets

YR 2000-06

WHEREAS, the FY 2000 budgets for the auxiliary enterprises were approved by the Board of Trustees; and

WHEREAS, increases in the budgets for auxiliary enterprises are subject to approval by the Board of Trustees; and

WHEREAS, the University elected to defer the purchase of various goods and services in FY 1999 and has now has determined that funds to support the deferred expenditures are available;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the use of funds from the Reserve for Closed Purchase Requisitions for the purchase of deferred goods and services; and

BE IT ALSO RESOLVED, that the Board of Trustees does hereby approve an increase in the FY 1999-2000 budgets for the respective auxiliary enterprises as shown on the attached Exhibit C.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

3. Building and Property Committee

Mr. Hyden presented a brief review of current capital projects. Beecher Center for Technology in the Arts is essentially complete. Construction of the McKay Plaza amphitheater has begun. Architect interviews for the final phase of Bliss Hall renovations will take place on October 14, 1999. The east grandstand restrooms and concessions have been completed. Following Mr. Hyden's report, the chairperson recognized Mr. Nohra, chairperson of the Building and Property Committee, who stated that the committee was recommending two resolutions for adoption by the board. On behalf of the committee, he then moved the adoption of the following resolution:

Resolution Concerning The Paula and Anthony Rich Child Study Center

YR 2000-07

WHEREAS, The Paula and Anthony Rich Center for the Study and Treatment of Autism, through an agreement with the University and the Beeghly College of Education, provides for the special needs of children with autism and their families; and

WHEREAS, the University and the Board of Trustees wish to provide an appropriate location on campus for The Paula and Anthony Rich Center for the Study and Treatment of Autism;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University authorizes the University's administration to work with the Board of Directors of The Paula and Anthony Rich Center to select a suitable location on campus for the Center.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mr. Nohra then moved the adoption of the following resolution:

Resolution to Authorize
Purchase of Property for Campus Improvement

YR 2000-08

WHEREAS, Youngstown State University has identified an area surrounding the campus within which it seeks to acquire property needed for the benefit of the University; and

WHEREAS, the property located on the north side of Lincoln Avenue (the Hood Building) in Youngstown, Ohio, is needed for campus improvement; and

WHEREAS, several properties located on the south side of Lincoln Avenue between Elm and Phelps in Youngstown, Ohio known as Youngstown City Lot Nos. 619-621 (Burdman Building) are needed for campus improvement; and

WHEREAS, several properties located on the east side of Bryson Street, in Youngstown, Ohio, known as Youngstown City Lot Nos. 915-916 and 1511 (Holy Trinity Romanian Orthodox Church parking lot) are needed for campus improvement;

KNOW, THEREFORE, BE IT RESOLVED, that the Building and Property Committee of the Board of Trustees of Youngstown State University does hereby authorize the purchase of the properties as described.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

4. Development Committee

The chairperson recognized Mrs. Atkinson, chairperson of the Development Committee, who stated that the committee was recommending four resolutions for adoption by the board. On behalf of the committee, she then moved for adoption of the following resolution:

Resolution to Accept
Development Gifts

YR 2000-09

WHEREAS, Board policy provides that the President shall compile a list of gifts to the University for each meeting of the Board of Trustees and present the list accompanied by his recommendation for action by the Board; and

WHEREAS, the President has reported that the gifts as listed in Exhibit D attached hereto are being held pending acceptance and he recommends their acceptance;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept these gifts on behalf of Youngstown State University and requests that the President acknowledge the acceptance of these gifts and express our gratitude for their generosity in support of the University.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mrs. Atkinson then moved the adoption of the following resolution:

Resolution to Approve
Acceptance of Loaned Property/Courtesy Car Program Policy

YR 2000-10

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Acceptance of Loaned Property/Courtesy Car Program, policy number 3008.01 of the **University Guidebook**, and does hereby rescind the former corresponding Article IX, Section 2.1, of the **Policies of the Board of Trustees of Youngstown State University**, both shown as Exhibit E attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mrs. Atkinson then moved for adoption of the following Resolution:

Resolution to Approve
University Publications Policy

YR 2000-11

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing University Publications, policy number 5012.01 of the **University Guidebook**, shown as Exhibit F attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mrs. Atkinson then moved for adoption of the following Resolution:

Resolution to Approve
Licensing of University Names and Marks Policy

YR 2000-12

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Licensing of University Names and Marks, policy number 5013.01 of the *University Guidebook*, shown as Exhibit G attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

5. Equal Opportunity Committee

Ms. Barbara Orton, Director of Equal Opportunity and Disability Services, reported that the Diversity Task Force had completed its work, and that a structure had been formed to provide for long-term systemic changes. Following Ms. Orton's report, the chairperson recognized Dr. Chiu, chairperson of the Equal Opportunity Committee, who stated that the committee was recommending two resolutions for adoption by the board. On behalf of the committee, he then moved for adoption of the following resolution:

Resolution on
Commitment to Diversity

YR 2000-13

WHEREAS, the University/Community Task Force on Diversity was formed by the University President on November 5, 1998, to provide leadership and direction for future activities; and

WHEREAS, the formation of a University/Community Task Force on Diversity recognizes the human diversity that is our strength in the Mahoning Valley; and

WHEREAS, the Task Force was comprised of community leaders and University faculty, staff, and students, representing various races, ethnicities, religions, genders, sexual orientations, ages and physical abilities; and

WHEREAS, the University recognizes that the challenge ahead is to prepare students and the institution for a future in which the diversity of our communities and institutions is recognized as an important resource; and

WHEREAS, the Task Force developed a Plan of Action that focuses on University and Community efforts to bring diverse groups of people together and to foster educational, economic, and social opportunity for all citizens in the Mahoning Valley;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the report entitled "Commitment to Diversity," shown as Exhibit H attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Dr. Chiu then moved the adoption of the following resolution:

Resolution to Approve
Sexual Harassment Policy

YR 2000-14

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing Policies, the creation of new ones, or the deletion of Policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created Policies, or to rescind existing Policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Sexual Harassment, policy number 2003.01 of the **University Guidebook**, and does hereby rescind the attached former corresponding Article III, Section 29 of the **Policies of the Board of Trustees of Youngstown State University**, both shown as Exhibit I attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

6. Intercollegiate Athletics Committee

The chairperson recognized Mr. Knecht, chairperson of the Intercollegiate Athletics committee who stated that the committee was recommending five resolutions for adoption by the board. On behalf of the committee, he then moved for adoption of the following resolution:

Resolution to Approve
Intercollegiate Athletics Programs - Student Athletes Policy

YR 2000-15

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Intercollegiate Athletics Programs - Student Athletes, policy number 6003.01 of the *University Guidebook*, and does hereby rescind a portion of the former corresponding Article VIII, Section 14, and Appendix J of the *Policies of the Board of Trustees of Youngstown State University*, shown as Exhibit J attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mr. Knecht then moved the adoption of the following resolution:

Resolution to Approve
Intercollegiate Athletics Programs - Management Policy

YR 2000-16

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Intercollegiate Athletics Programs - Management, policy number 6003.02 of the **University Guidebook**, and does hereby rescind a portion of the former corresponding Article VIII, Section 14, of the **Policies of the Board of Trustees of Youngstown State University**, both shown as Exhibit K attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mr. Knecht then moved the adoption of the following resolution:

Resolution to Approve
Intercollegiate Athletics Programs -
Conference and NCAA Compliance Policy

YR 2000-17

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Intercollegiate Athletics Programs - Conference and NCAA Compliance, policy number 6003.03 of the **University Guidebook**, and does hereby rescind a portion of the former corresponding Article VIII, Section 14, of the **Policies of the Board of Trustees of Youngstown State University**, both shown as Exhibit L attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Resolution to Approve
Intercollegiate Athletics Programs -
Institutional Responsibility for
Compliance with Conference and NCAA Compliance Policy

YR 2000-18

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Intercollegiate Athletics Programs - Institutional Responsibility for Compliance with Conference and NCAA Regulations, policy number 6003.04 of the *University Guidebook*, and does hereby rescind a portion of the former corresponding Article VIII, Section 14, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit M attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Resolution to Approve Contracts
Coaches in Intercollegiate Athletics Policy

YR 2000-19

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Contracts - Coach in Intercollegiate Athletics, policy number 7016.02 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 17.3 of the *Policies of the Board of Trustees of Youngstown State University*, and Resolution YR 1993-51, shown as Exhibit N attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

7. Personnel Relations Committee.

The chairperson recognized Dr. Kohli, chairperson of the Personnel Relations committee, who stated the following motion:

I move that the Board of Trustees of Youngstown State University enter executive session for the purpose of reviewing collective bargaining negotiations with University employees concerning their compensation or other terms and conditions of their employment.

Mrs. Atkinson seconded the motion to enter executive session. The chairperson asked the secretary to conduct a roll call vote on the motion, the results of which are as follows (a vote of YES being a vote in favor of the motion to enter executive session):

Dr. Chiu	YES	Mrs. Wilkes	YES
Mrs. Atkinson	YES	Mr. Nohra	YES
Dr. Kohli	YES	Mr. Esterly	YES
Mr. Cushwa	YES	Mr. Knecht	YES

The vote being unanimous, the chairperson declared the motion carried. The board entered into executive session in a conference room adjacent to the Auditorium at 3:40 p.m. Present in executive session were the trustees and the student trustee, Dr. Cochran, Dr. Scanlon, Dr. Mears, Mr. Hirsch, Ms. Wainio, and the secretary to the board. While in executive session, the board reviewed collective bargaining negotiations with the YSU/ACE bargaining unit. The board returned to public session at 4:10 p.m.

Upon returning to public session, the chairperson recognized Dr. Kohli, who stated that the Personnel Relations Committee was recommending eight resolutions for adoption by the board. On behalf of the committee, Dr. Kohli then moved the adoption of the following resolution:

Resolution to Ratify
Faculty Staff Appointments

YR 2000-20

WHEREAS, the *Policies of the Board of Trustees* direct the President to appoint such employees as are necessary to effectively carry out the operation of the University; and

WHEREAS, new appointments have been made subsequent to the June 11, 1999, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1999-2000 Budget and with the University policy on Equal Employment Opportunity;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby ratify and confirm the appointments as listed in Exhibit O attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Dr. Kohli then moved the adoption of the following resolution:

Resolution to Approve
Fringe Benefits - Retirement Policy

YR 2000-21

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Fringe Benefits Retirement, policy number 7015.07 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 4.1 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit P attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mrs. Wilkes then moved the adoption of the following resolution:

Resolution to Approve
Fringe Benefits - Deferred Compensation Program Policy

YR 2000-22

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Fringe Benefits - Deferred Compensation Program, policy number 7015.09 of the **University Guidebook**, and does hereby rescind the former corresponding Article III, Section 4.3 of the **Policies of the Board of Trustees of Youngstown State University**, both shown as Exhibit Q attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Dr. Kohli then moved the adoption of the following resolution:

Resolution to Approve
Fringe Benefits - Tax-Deferred Annuity Contributions Policy

YR 2000-22

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Fringe Benefits - Tax-Deferred Annuity Contributions, policy number 7015.10 of the **University Guidebook**, and does hereby rescind the former corresponding Article III, Section 4.2 of the **Policies of the Board of Trustees of Youngstown State University**, both shown as Exhibit R attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Dr. Kohli then moved the adoption of the following resolution:

Resolution to Approve
Fringe Benefits - Exempt Employees Policy

YR 2000-24

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Administrative Appeal Process - Exempt Employees, policy number 7017.01 of the **University Guidebook**, shown as Exhibit S attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Dr. Kohli then moved the adoption of the following resolution:

Resolution to Approve
Conduct on Campus Policy

YR 2000-25

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Conduct on Campus, policy number 7022.01 of the **University Guidebook**, and does hereby rescind the former corresponding Article III, Section 15 of the **Policies of the Board of Trustees of Youngstown State University**, both shown as Exhibit T attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Dr. Kohli then moved the adoption of the following resolution:

Resolution to Ratify
YSU-ACE Labor Agreement

YR 2000-26

WHEREAS, an Agreement for 1999-2000, 2000-2001, and 2001-2002 between Youngstown State University and the Youngstown State University Association of Classified Employees, an affiliate of the Ohio Education Association, has been negotiated; and

WHEREAS, the membership of the Youngstown State University Association of Classified Employees has ratified the proposed Agreement; and

WHEREAS, Board Policy 7020.01 (Compensation and Salary Studies) authorizes the President of the University to pursue the development of salary plans for all University employee groups to provide for comparable pay; and

WHEREAS, the Agreement is guided by this Policy and is within prescribed parameters.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that the Agreement between Youngstown State University and the Youngstown State University Association of Classified Employees for the period September 16, 1999, through August 15, 2002, is hereby ratified.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Dr. Kohli then moved the adoption of the following resolution:

Resolution Regarding
Terms and Conditions of Employment for
Classified Employees Excluded from Collective Bargaining

YR 2000-27

WHEREAS, the Board of Trustees ratified a collective bargaining Agreement with the Youngstown State University Association of Classified Employees (YSU-ACE) for the three-year period September 16, 1999 through August 15, 2002, which defines wages and other terms and conditions of employment for classified employees in the bargaining unit; and

WHEREAS, Board Policy 7020.01 (Compensation and Salary Studies) authorizes the President of the University to pursue the development of salary plans for all University groups to provide for comparable pay; and

WHEREAS, it is deemed to be equitable and in the best interest of the University to extend the same provisions of the Agreement to classified employees excluded from collective bargaining; and

WHEREAS, these provisions are in the areas of wages, leaves, transfers and promotions, layoff and recall, and insurance benefits.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that pay increases specified in Article 3, as well as other terms and conditions of employment as stated in Articles 14, 15, 16 and 22 of the Agreement be extended to all classified employees excluded from collective bargaining, except for employees in the law enforcement field in the YSU Police Department, commencing September 16, 1999, and ending August 15, 2002

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

8. Student Affairs Committee

The Chairperson recognized Mr. Esterly, a member of the Student Affairs Committee, who stated that the committee had no matters for consideration by the Board.

9. Executive Committee

The chairperson stated that the Executive Committee had no matters for consideration by the Board.

ITEM V - COMMUNICATIONS, MEMORIALS

The secretary to the board stated that on September 9, he received a fax from Ms. Lori Factor, Director of the YSU Alumni Association, requesting the opportunity to address the board at today's meeting. The chairperson granted Ms. Factor's request, and allowed Mr. Michael Iberis to address the board on behalf of the YSU Alumni Association.

Mr. Iberis stated that his appearance before the board was prompted by a recent meeting of the Development Committee at which members of the YSU Alumni Association were present. Mr. Iberis stated that the leadership of the YSU Alumni Association is concerned with the recent creation of the administrative position of Director of Alumni Relations. Mr. Iberis stated that the leadership of the YSU Alumni Association is concerned that that the board may have incomplete information about the Alumni Association. Mr. Iberis stated that the leadership of the YSU Alumni Association would like the opportunity to meet individually with members of the board of trustees.

Upon the conclusion of his remarks, Mrs. Wilkes thanked Mr. Iberis, and no action was taken.

ITEM VI - UNFINISHED BUSINESS

There was no unfinished business considered by the board.

ITEM VII - NEW BUSINESS

There was no new business considered by the board.

ITEM VIII - TIME AND PLACE OF UPCOMING REGULAR MEETINGS

YR 2000-28

Upon motion made by Mr. Nohra, seconded by Mrs. Atkinson, which received the affirmative vote of all trustees present, the trustees resolved to set the following date and time for the next regular meetings of the board:

3:00 P.M., on Friday, December 10, 1999

3:00 P.M., on Friday, March 10, 2000

3:00 P.M., on Friday, June 16, 2000

ITEM IX - ADJOURNMENT

Upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 4:25 p.m.

Chairperson

ATTEST:

Secretary to the Board of Trustees



**YOUNGSTOWN STATE UNIVERSITY
BOARD OF TRUSTEES' MEETING**

**Friday, September 10, 1999
3:00 p.m.**

**Auditorium
Southwoods Commons**

AGENDA

- A. Roll Call
- B. Proof of Notice of Meeting
- C. Disposition of Minutes for Regular Meetings Held June 11, 1999, and July 26, 1999
- D. Report of the President of the University
 - 1. William F. Maag Jr. Library – Thomas Atwood
 - 2. Upward Bound TRIO Program – Judith Gaines
- E. Report of the Committees of the Board
 - 1. Academic Affairs Committee
 - a. Staff Report
 - b. Resolution to Authorize Conferral of Honorary Degree
 - c. Resolution to Approve Research, Grants, and Sponsored Programs Policy
 - d. Resolution to Approve a Master's Degree in Physical Therapy
 - 2. Budget and Finance Committee
 - a. Resolution to Approve Adjustment to FY 2000 Current General Fund Budget
 - b. Resolution to Approve Adjustment to FY 2000 Auxiliary Enterprises Budgets
 - 3. Building and Property Committee
 - a. Staff Report
 - b. Resolution Concerning The Paula and Anthony Rich Child Study Center
 - c. Resolution to Authorize Purchase of Property for Campus Improvement
 - 4. Development Committee
 - a. Resolution to Accept Development Gifts
 - b. Resolution to Approve Acceptance of Loaned Property/Courtesy Car Program Policy
 - c. Resolution to Approve University Publications Policy
 - d. Resolution to Approve Licensing of University Names and Marks Policy
 - 5. Equal Opportunity Committee
 - a. Staff Report
 - b. Resolution on Commitment to Diversity
 - c. Resolution to Approve Sexual Harassment Policy

6. Intercollegiate Athletics Committee
 - a. Resolution to Approve Intercollegiate Athletics Programs – Student Athletes Policy
 - b. Resolution to Approve Intercollegiate Athletics Programs – Management Policy
 - c. Resolution to Approve Intercollegiate Athletics Programs – Conference and NCAA Compliance Policy
 - d. Resolution to Approve Intercollegiate Athletics Programs – Institutional Responsibility for Compliance with Conference and NCAA Regulations Policy
 - e. Resolution to Approve Contracts – Coaches in Intercollegiate Athletics Policy
7. Personnel Relations Committee
 - a. Resolution to Ratify Faculty/Staff Appointments
 - b. Resolution to Approve Fringe Benefits – Retirement Policy
 - c. Resolution to Approve Fringe Benefits – Deferred Compensation Program Policy
 - d. Resolution to Approve Fringe Benefits – Tax-Deferred Annuity Contributions Policy
 - e. Resolution to Approve Administrative Appeal Process – Exempt Employees Policy
 - f. Resolution to Approve Conduct on Campus Policy
 - g. Resolution to Ratify YSU-ACE Labor Agreement
 - h. Resolution Regarding Terms and Conditions of Employment for Classified Employees Excluded from Collective Bargaining
8. Student Affairs Committee
9. Executive Committee
- F. Communications and Memorials
- G. Unfinished Business
- H. New Business
- I. Time and Place of Upcoming Regular Meetings of the Board
Tentative Meeting Dates: 3 p.m., Friday, December 10, 1999
 3 p.m., Friday, March 10, 2000
 3 p.m., Friday, June 16, 2000
- J. Adjournment



Joseph M. Tucciarone
2403 West Fnday Circle
Cocoa, Florida 32926
(407) 632-4526

**RESOLUTION TO AUTHORIZE CONFERRAL
OF HONORARY DEGREE**

EDUCATION

B.S. degree in Physics, Summa Cum Laude, Youngstown State University, 1976.

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Science (D.Sc.) degree, honoris causa, upon Mr. Joseph W. Tucciarone, with all the rights and privileges attendant thereto.

Scholarship awards at Youngstown State University:

- Clarence P. Gould Society, 1976.
- Frank M. Clark Award in Physics, 1976.
- Honor Society of Phi Kappa Phi, 1976.
- Kah W. Dykema Scholarship Award, 1975.
- Sigma Pi Sigma National Physics Honor Society, 1974.
- Chemical Rubber Company Freshman Chemistry Achievement Award, 1972.

PLANETARIUM AND TEACHING EXPERIENCE

Planetarium Artist and Producer in residence at:
 Ward Beecher Planetarium, Youngstown, Ohio, 1972-1976.
 Memphis Museum Planetarium, Memphis, Tennessee, 1978-1983.
 Ethyl Planetarium, Richmond, Virginia, 1983-1985.
 Bishop Planetarium, Bradenton, Florida, 1985-1988.
 Brevard Community College Planetarium, Cocoa, Florida, 1988-present.

Wrote, produced, and illustrated the planetarium show "Dinosaur", 1992.

Produced and illustrated the planetarium show "Comet Halley: Once in A Lifetime", sponsored by the American Chemical Society, 1984.

Illustrated the planetarium show entitled "The Netherlands, Vision of Light" in 1982. The government of the Netherlands designated this show an official bicentennial program on the 200th anniversary of the establishment of international relations between the Dutch and American governments.

Board of Trustees Meeting September 10, 1999 Agenda Item E.1.b.

YR 2000-

Joseph M. Tucciarone

2403 West Friday Circle

Cocoa, Florida 32926

(407) 632-4526

INTERSTELL@aol.com

<http://members.aol.com/INTERSTELL/art.html>

EDUCATION

B.S. degree in Physics, Summa Cum Laude, Youngstown State University, 1976.

M.S. degree in Physics, University of Toledo, 1978.

Master's thesis, "Enhanced Total Internal Reflection with Surface Plasmons" published in the Journal of the Optical Society of America, 1979.

Scholastic awards at Youngstown State University:

Clarence P. Gould Society, 1976.

Frank M. Clark Award in Physics, 1976.

Honor Society of Phi Kappa Phi, 1975.

Karl W. Dykema Scholarship Award, 1975.

Sigma Pi Sigma National Physics Honor Society, 1974.

Chemical Rubber Company Freshman Chemistry Achievement Award, 1972.

PLANETARIUM AND TEACHING EXPERIENCE

Planetarium Artist and Producer in residence at:

Ward Beecher Planetarium, Youngstown, Ohio, 1972-1976.

Memphis Museum Planetarium, Memphis, Tennessee, 1978-1983.

Ethyl Planetarium, Richmond, Virginia, 1983-1985.

Bishop Planetarium, Bradenton, Florida, 1985-1988.

Brevard Community College Planetarium, Cocoa, Florida, 1988-present.

Wrote, produced, and illustrated the planetarium show "Dinosaur!", 1995.

Produced and Illustrated the planetarium show "Comet Halley: Once In A Lifetime", sponsored by the American Chemical Society, 1984.

Illustrated the planetarium show entitled "The Netherlands, Vision of Light" in 1982. The government of the Netherlands designated this show an official bicentennial program on the 200th anniversary of the establishment of international relations between the Dutch and American governments.

Adjunct Faculty, Astronomy and Physics, Daytona Beach Community College,
1988-1999

**Agenda Item E.1.B.
Support Material**

EXHIBITIONS

Travelling art exhibits of the artwork of Joe Tucciarone:

"Visions of the Universe" travelling exhibition of the Astronomical Artwork of Joe Tucciarone. Canada, England, U.S., 1995-present.

"Masters of the Universe" travelling exhibition of the Dinosaur Artwork of Joe Tucciarone 1999.

Artwork included in exhibitions sponsored by the International Association of Astronomical Artists:

"Otherworlds" 1986.

"Art of the Cosmos" 1987.

"Dialogues: Communication Through the Art of the Cosmos", Soviet/American exhibit, 1989-1992.

Artwork in permanent collections:

Discovery Place Museum, Charlotte, North Carolina.

Astronomical painting commissioned by University of Central Florida for Astronomy Teaching Facility, Orlando, Florida.

Mosasaur mural on permanent display at Memphis Museum, Memphis, Tennessee.

BOOK AND MAGAZINE ILLUSTRATIONS

National Geographic magazine commissions:

"New Eyes on the Universe", January, 1994.

"Orion: Where Stars Are Born", December, 1995.

Book cover illustrations:

Night Comes to the Cretaceous by James K. Powell, 1999.

When the Sun Dies by Roy A. Galant, 1998.

Cover illustrations for science magazines:

Sky and Telescope magazine cover illustrations in March and April, 1998.

Astronomy magazine cover illustration in September, 1998.

Science illustrations included in various books:

In The Stream of Stars by William K. Hartmann.

Visions of Space by David A. Hardy.

101 Things To Do On The Internet by Mark Wallace.

Science illustrations published in the following magazines:

Discover

Science

Odyssey

Scholastic

The Planetary Society

Sky and Telescope

Astronomy

Earth Explore

Experiment (Greece)

Internet ROM Multimedia (Greece)

Universo (Spain)

SCIENCE ILLUSTRATIONS IN MAJOR MOTION PICTURES AND TELEVISION DOCUMENTARIES

"Deep Impact", DreamWorks Productions Major Motion Picture, 1998.

"Lost In Space" Major Motion Picture, 1998.

"Fire in the Sky", Turner Broadcasting System, 1997.

"Case of the Flying Dinosaur", NOVA, Public Broadcasting System, 1997.

ILLUSTRATIONS INCLUDED IN EDUCATIONAL MATERIALS

World Book Encyclopedia Year Book 1999.

Microsoft Encarta Encyclopedia 1998.

Encyclopedia Britannica article by Dale Cruikshank, 1998.

All Around Us Interactive educational CD ROM.

Carnegie Science Center, Pittsburgh, Pennsylvania.

Columbus Dispatch daily newspaper, Columbus, Ohio.

British Columbia Parks Division, Canada.

Civil Aviation Authority of Australia.

MEMBERSHIP IN PROFESSIONAL SOCIETIES

Lifetime member of the International Association of Astronomical Artists.

Southeastern Planetarium Association.

MISCELLANEOUS:

Guest artist at Walt Disney World Space Week Celebrations, 1996-1998.

Second Nature Software Screen Saver: "Visions from Deep Space".

Dinosaur illustrations used on Romanian postage stamps, 1999.

Illustrations in Collection of Science Photo Library of London.

Ursuline High School Arts Hall of Fame Inductee, 1999.



RESOLUTION TO APPROVE RESEARCH, GRANTS, AND SPONSORED PROGRAMS POLICY

Subject: Research, Grants, and Sponsored Programs

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Research, Grants, and Sponsored Programs, policy number 1013.01 of the *University Guidebook*, and does hereby rescind the former corresponding Article IV, Sections 5, 6, 7, and 8, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit A attached hereto.

- "Grants, Contracts, and Cooperative Agreements" are legal instruments governing the administration of sponsored programs.
- "Research" is legally defined as "a systematic investigation, including research, development, testing, and evaluation designed to develop or contribute to generalizable knowledge" (45 CFR 46.102(b)). It includes internally- and/or externally-sponsored research, or unfunded research, conducted by authorized faculty or staff.

Parameters:

- The University, as an entity of state government, is legally authorized to serve as fiscal agent for sponsored programs undertaken with institutional approval by faculty and staff, who may be designated as principal investigators (for research projects) or project directors (on other activities).

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.1.c.



UNIVERSITY GUIDEBOOK

Subject: Research, Grants, and Sponsored Programs

Developed by: Peter J. Kasvinsky

Authorized by: James J. Scanlon

Title: Dean
School of Graduate Studies

Title: Provost

Date: July, 1999

EFFECTIVE:

Policy: Believing that the quality of education and public service is grounded in scholarship, the University seeks to encourage and support research and scholarly and professional activity that strengthen its educational and service mission.

RESOLUTION NUMBER: YR 2000

Definitions:

- “Sponsored Programs” are activities, including research, teaching, training or service programs, substantially funded by agencies external to the University, and which require program technical, administrative, and fiscal accountability.
- “Grants, Contracts, and Cooperative Agreements” are legal instruments governing the administration of sponsored programs.
- “Research” is legally defined as “a systematic investigation, including research development, testing, and evaluation designed to develop or contribute to generalizable knowledge” [45 CFR 46.102(d)]. It includes internally- and/or externally-sponsored research, or unfunded research, conducted by authorized faculty or staff.

Parameters:

- The University, as an entity of state government, is legally authorized to serve as fiscal agent for sponsored programs undertaken *with institutional approval* by faculty and staff, who may be designated as principal investigators (for research projects) or project directors (on other activities).
- University employees or students may not undertake sponsored programs involving University resources unless institutionally authorized to do so.

- The President and the Dean, School of Graduate Studies, are specifically designated to serve as “Authorized Institutional Officials” with the right to approve sponsored program proposals and agreements.
- The Dean of Graduate Studies is the University official having primary authority to oversee the appropriate conduct of sponsored program activities, systems, and services.
- The University Research Council is charged with assisting the Dean of Graduate Studies in stimulating sponsored program activity. The Executive Director of the Public Service Institute has been assigned the responsibility for coordinating sponsored program activity undertaken by members of the Institute staff.
- All documents, reports, and/or other publications created under University auspices, notwithstanding the source of support, must appropriately acknowledge the University.

Procedures:

1. All sponsored programs are initiated by submission of a written proposal, including a properly completed YSU Proposal Submission Form (“Blue Sheet”), identifying the nature of the research or other activity, an estimate of the time needed to complete it, and a full costing of all resources needed to support the project.
 - Faculty proposals are forwarded by the Principal Investigator/Project Director to the department chair(s) and dean(s) of the academic unit(s) involved in the anticipated project; following their review and approval the proposal is submitted to the Director of Grants and Sponsored Programs for review and submission clearance prior to approval by an Authorized Institutional Official (usually the Dean of Graduate Studies).
 - Public Service Institute staff members’ proposals are delivered to the appropriate supervisor and then forwarded to the Executive Director of the Public Service Institute for review and approval prior to submission to the Director of Grants and Sponsored Programs and final approval by an Authorized Institutional Official.
 - Proposals from other areas of the University must be forwarded to the appropriate supervisor and the Provost or other appropriate Vice President prior to transmittal to the Director of Grants and Sponsored Programs and approval by an Authorized Institutional Official.
2. All sponsored program applications and award agreements must be reviewed by the Director of Grants and Sponsored Programs and approved by an Authorized Institutional Official (usually the Dean of Graduate Studies) prior to accepting an award or beginning any work.

3. Information on grants and sponsored programs is available in the *Guide to Sponsored Programs Development*, which is available through the Office of Grants and Sponsored Programs.
4. Other information on faculty research and related considerations is available in the *Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association*.

The University Research Council is charged with assigning the Dean of Graduate Studies in stimulating sponsored program activity. The Executive Director of the Public Service Institute has been assigned the responsibility for coordinating sponsored program activity undertaken by members of the Institute staff.

All documents, reports, and/or other publications created under University auspices notwithstanding the source of support, must appropriately acknowledge the University.

Procedures:

All sponsored programs are initiated by submission of a written proposal, including a properly completed YSU Proposal Submission Form ("Blue Sheet"), identifying the nature of the research or other activity, an estimate of the time needed to complete it, and a full costing of all resources needed to support the project.

- Faculty proposals are forwarded by the Principal Investigator/Project Director to the department chair(s) and dean(s) of the academic unit(s) involved in the anticipated project; following their review and approval the proposal is submitted to the Director of Grants and Sponsored Programs for review and submission clearance prior to approval by an Authorized Institutional Official (usually the Dean of Graduate Studies).
- Public Service Institute staff members' proposals are delivered to the appropriate supervisor and then forwarded to the Executive Director of the Public Service Institute for review and approval prior to submission to the Director of Grants and Sponsored Programs and final approval by an Authorized Institutional Official.
- Proposals from other areas of the University must be forwarded to the appropriate supervisor and the Provost or other appropriate Vice President prior to transmittal to the Director of Grants and Sponsored Programs and approval by an Authorized Institutional Official.

All sponsored program applications and award agreements must be reviewed by the Director of Grants and Sponsored Programs and approved by an Authorized Institutional Official (usually the Dean of Graduate Studies) prior to accepting an award or beginning any work.

6.1 The Associate Provost and Dean of Graduate Studies shall coordinate all research contracts or sponsored research.

EXISTING POLICY—TO BE RESCINDED

6.2 Faculty members who are contemplating such research shall consult with the Associate Provost and Dean of Graduate Studies concerning the approach to industry, business or government.

6.3 All research contracts shall be approved by the President of the University, or his designee, for contract clearance before any work on the contract is begun or any commitments are made.

6.4 There may be an advisory committee appointed by the Provost in the research areas as deemed necessary.

6.5 A faculty member shall have the right to accept or decline participation in any research contract before the contract is entered into.

6.6 Graduate assistantships should be used to facilitate research contracts whenever such research work and funds for its support are available.

Section 5. General Conditions and Restrictions on Research

The following general conditions and restrictions will be observed in the interest of all parties concerned:

- 5.1 Research will be of a type to enhance the reputation of the principal as a scholar and the University as a seat of higher learning.
- 5.2 Research will be limited to the type of work for which the University has or can provide adequate staff and facilities.
- 5.3 Research may be of two kinds. These are contract or sponsored research, and faculty research.
- 5.4 The University does not pay salary or wages for work done toward an academic degree; however, students pursuing degree programs may receive University awards, scholarships or assistantships.

The University Research Council shall be responsible for the stimulation and coordination of faculty research, sponsored research, and contract research activities on campus. The chairman and other

Section 6. Contracts or Sponsored Research

- 6.1 The Associate Provost and Dean of Graduate Studies shall coordinate all research contracts or sponsored research.
- 6.2 Faculty members who are contemplating such research shall consult with the Associate Provost and Dean of Graduate Studies concerning the approach to industry, business or government.
- 6.3 All research contracts shall be approved by the President of the University, or his designee, for contract clearance before any work on the contracts is begun or any commitments are made.
- 6.4 There may be an advisory committee appointed by the Provost in the research areas as deemed necessary.
- 6.5 A faculty member shall have the right to accept or decline participation in any research contract before the contract is entered into.
- 6.6 Graduate assistantships should be used to facilitate research contracts whenever such research work and funds for its support are available.

Section 7. Faculty Research

It is a part of the professional development of each full-service faculty member to keep abreast of progress and developments in his field, to broaden his horizons by further reading and personal contacts within his profession, and, within the time limits available to him, to engage in productive scholarship and/or research. It is the expectation of the University to provide faculty loads of sufficient moderation to permit limited amounts of such activity on the part of all full-service faculty members.

A written request setting forth the nature of the research and the time the faculty member proposes to devote to the problems shall be provided together with a list of the equipment and other needs required to support the research. The research undertaken shall not interfere with the normal use of University facilities by students or by regular instructional programs of the University.

7.1 University Research Council

The University Research Council shall be responsible for the stimulation and coordination of faculty research, sponsored research, and contract research activities on the campus. The chairman and other

members of the Research Council shall be appointed by the Provost of the University.

Section 8. Privately Sponsored Research

Faculty members may not undertake privately sponsored research involving the use of University facilities, materials or equipment, except as provided under research contracts in which the University is the principal agent.

WHEREAS, the University initiated a bachelor's degree program in physical therapy in Fall 1996 to serve the needs of the regional community; and

WHEREAS, the bachelor's degree program received initial accreditation from the Commission on Accreditation in Physical Therapy Education in May 1998; and

WHEREAS, the essential credentialing degree in physical therapy, as determined by the Commission on Accreditation in Physical Therapy Education, will be the master's degree in physical therapy beginning in 2002;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the offering of the master's degree in physical therapy subsequent to the approval of said degree by the Ohio Board of Regents



**RESOLUTION TO APPROVE ADJUSTMENT
TO FY 2000 CURRENT GENERAL FUND BUDGET**

WHEREAS, the FY 2000 Current General Fund budget was approved by the Board of Trustees; and

WHEREAS, increases in the Current General Fund budget are subject to approval by the Board of Trustees; and

WHEREAS, the University elected to defer the purchase of various goods and services in FY 1999 and now has determined that funds to support the deferred expenditures are available; and

WHEREAS, certain planned FY 2000 expenditures were not initially proposed in the FY 2000 budget pending determination of the FY 1999 Current General Fund end-of-year balance; and

WHEREAS, FY 1999 Current General Fund end-of-year balances are now known and are sufficient to support the planned FY 2000 expenditures;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the use of funds from the Reserve for Closed Purchase Requisitions for the purchase of deferred goods and services and the use of the FY 1999 Current General Fund end-of-year balance to provide for the planned FY 2000 expenditures; and

BE IT ALSO RESOLVED, that the Board of Trustees does hereby approve an increase in the FY 2000 Current General Fund budget up to \$1,457,844 as shown on the attached Exhibit B, subject to audit adjustments.

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.2.a.



**CURRENT GENERAL FUND
FY 1999 PROJECTED USES OF REMAINING BALANCES**

PROJECTED CARRY FORWARD BALANCE TO FY 2000

\$1,457,844 **REMAINING AVAILABLE FUND BALANCE (AS OF 06/30/99
12TH PERIOD CLOSE INFORMATION)**

PLANNED EXPENDITURES FY 2000

\$500,000	RESERVE DEVELOPMENT
75,000	PRESIDENTIAL SEARCH
14,640	FEDERAL WORK STUDY CARRY FORWARD
63,488	UNIVERSITY RESEARCH COUNCIL GRANTS
49,500	PACER RESEARCH ACCOUNTS
213,021	DEFERRED PURCHASES
57,170	NCAA LEGAL SETTLEMENT
30,000	MEDIA SERVICES - LEASE PURCHASE
121,721	INSTRUCTIONAL EQUIPMENT
81,490	ACADEMIC COMPUTING ROLLOVER
128,671	COMPUTER/LAB FEES ROLLOVER
25,000	MASTERS OF PUBLIC HEALTH START-UP COSTS
<u>98,143</u>	<u>INSTITUTIONAL ENHANCEMENT</u>
<u>\$1,457,844</u>	TOTAL PLANNED EXPENDITURES

NOTES:

1. THIS ESTIMATE IS SUBJECT TO CHANGE PENDING REVIEW OF FINANCIAL INFORMATION THROUGH THE FINAL YEAR END CLOSE PERIOD.
2. ACCOUNTING/AUDITING ADJUSTMENTS THAT MAY STILL OCCUR BEFORE YEAR END IS FINAL:
 - A. ACCOUNTS RECEIVABLES
 - B. BAD DEBT ALLOWANCE
 - C. SICK LEAVE CONVERSION
 - D. ACCOUNTS PAYABLES



**RESOLUTION TO APPROVE ADJUSTMENT
TO FY 2000 AUXILIARY ENTERPRISES BUDGETS**

WHEREAS, the FY 2000 budgets for the auxiliary enterprises were approved by the Board of Trustees; and

WHEREAS, increases in the budgets for auxiliary enterprises are subject to approval by the Board of Trustees; and

WHEREAS, the University elected to defer the purchase of various goods and services in FY 1999 and has now has determined that funds to support the deferred expenditures are available;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the use of funds from the Reserve for Closed Purchase Requisitions for the purchase of deferred goods and services; and

BE IT ALSO RESOLVED, that the Board of Trustees does hereby approve an increase in the FY 2000 budgets for the respective auxiliary enterprises as shown on the attached Exhibit C.



**FY 1999 BALANCE FORWARD TO
SUPPORT AUXILIARY ENTERPRISES
PURCHASE REQUISITIONS**

Housing

A000 - 013 - 5000 \$77,133.54

Kilcawley Center

A003 - 013 - 5100 \$79,442.95

Athletic Director

A005 - 014 - 5303 \$2,237.14

Training Room

A005 - 014 - 5308 \$2,498.24

YC - Administration

A099 - 014 - 5603 \$9,000.00

YC - Football

A099 - 014 - 5619 \$4,484.50

YC - Century Cage

A099 - 014 - 5631 \$12,670.00

TOTAL FOR AUXILIARY \$187,466.37



**RESOLUTION CONCERNING THE
PAULA AND ANTHONY RICH
CHILD STUDY CENTER**



WHEREAS, The Paula and Anthony Rich Center for the Study and Treatment of Autism, through an agreement with the University and the Beeghly College of Education, provides for the special needs of children with autism and their families; and

WHEREAS, the University and the Board of Trustees wish to provide an appropriate location on campus for The Paula and Anthony Rich Center for the Study and Treatment of Autism;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University authorizes the University's administration to work with the Board of Directors of The Paula and Anthony Rich Center to select a suitable location on campus for the Center.

WHEREAS, the property located on the east side of Byron Street in Youngstown, Ohio, known as Youngstown City Lot Nos. 915, 916 and 1211 (Holy Trinity Romanian Orthodox Church parking lot), is needed for campus improvement

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the purchase of the properties as described.



**RESOLUTION TO AUTHORIZE
PURCHASE OF PROPERTY
FOR CAMPUS IMPROVEMENT**



WHEREAS, Youngstown State University has identified an area surrounding the campus within which it seeks to acquire property needed for the benefit of the University; and

WHEREAS, the property located on the north side of Rayen Avenue in Youngstown, Ohio, known as Youngstown City Lot Nos. 679, 680, 681, 1501 and 1502 (Hood Electric Building), is needed for campus improvement; and

WHEREAS, the property located on the south side of Lincoln Avenue between Elm and Phelps Streets in Youngstown, Ohio, known as Youngstown City Lot Nos. 1825 and 2039 (Burdman Building), is needed for campus improvement; and

WHEREAS, the property located on the east side of Bryson Street in Youngstown, Ohio, known as Youngstown City Lot Nos. 915, 916 and 1511 (Holy Trinity Romanian Orthodox Church parking lot), is needed for campus improvement;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the purchase of the properties as described.



RESOLUTION TO ACCEPT DEVELOPMENT GIFTS

UNIVERSITY DEVELOPMENT (SEE ATTACHMENT 1)
NUMBER RECEIVED
TOTAL

WHEREAS, Board policy provides that the President shall compile a list of gifts to the University for each meeting of the Board of Trustees and present the list accompanied by his recommendation for action by the Board; and

WHEREAS, the President has reported that the gifts as listed in Exhibit D attached hereto are being held pending acceptance and he recommends their acceptance;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept these gifts on behalf of Youngstown State University and requests that the President acknowledge the acceptance of these gifts and express our gratitude for their generosity in support of the University.

WYSU-FM (SEE ATTACHMENT 2)
NUMBER RECEIVED

MAAG LIBRARY (SEE ATTACHMENT 3)

TOTAL
NUMBER RECEIVED
CASH
NON-CASH

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.4.a.



**EXECUTIVE SUMMARY
GIFTS
FOR THE PERIOD APRIL 1 - JUNE 30, 1999**

UNIVERSITY DEVELOPMENT (SEE ATTACHMENT 1):

	NUMBER RECEIVED	TOTAL
CASH	649	\$351,755.63
NON-CASH	<u>8</u>	<u>20,433.76</u>
TOTAL	657	<u>\$372,189.39</u>

WYSU-FM (SEE ATTACHMENT 2):

	NUMBER RECEIVED	TOTAL
CASH	704	<u>\$ 44,183.00</u>
TOTAL	704	<u>\$ 44,183.00</u>

MAAG LIBRARY (SEE ATTACHMENT 3):

	NUMBER RECEIVED	TOTAL
CASH	11	\$ 2,004.96
NON-CASH	<u>3,879</u>	<u>N/A</u>
TOTAL	3,890	<u>\$ 2,004.96</u>

CASH CONTRIBUTIONS BY BANK



**YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES
UNIVERSITY DEVELOPMENT GIFT LIST
FOR THE PERIOD OF APRIL 1 - JUNE 30, 1999**

DESCRIPTION	NUMBER OF GIFTS	TOTAL
Cash	649	\$351,755.63
Non-Cash	<u>8</u>	<u>20,433.76</u>
Total	657	\$372,189.39

RANKING OF CASH GIFTS:

	NUMBER RECEIVED	TOTAL
\$5,000+	15	\$254,963.73
\$1,000 - \$4,999	30	80,592.08
\$500 - \$999	28	15,437.90
Below \$500	<u>576</u>	<u>\$6,761.92</u>
Total	649	\$351,755.63

Mr. Thomas M. Fabek
Robert & Joan Corfield
James T. Chengelis, M.D.
Boardman Rotary Club
Boardman Civic Association
Fred & Anna Bentfeld

Bell Atlantic Foundation
Bruce & Nancy Beehly
Dr. Mary J. Beaudien
AT & T Foundation
American Region Post #236
American Business Women's Association

CASH CONTRIBUTIONS BY RANK

\$5,000+

Ms. Florence A. Amon
 Mr. Robert J. DiPiero
 Friends of Music Association
 Attorneys Harshman & Gervelis
 Mr. Robert A. Hogue
 Home Savings & Loan Company
 National City Bank, Northeast
 Ms. Jean O'Conner

Edward W. & Alice R. Powers Trust
 Second National Bank of Warren
 Mrs. Mary B. Smith
 Dr. Leonard B. Spiegel & Joy Elder
 St. Elizabeth Development Foundation
 Estate of Elizabeth C. Wallis
 Youngstown Country Club

\$1,000 - \$4,999

Anonymous
 American Legion Post No. 771
 Ms. Phyllis Oleksak Ashley
 BFI
 Mr. John J. Boyle
 Chaney High School Foundation
 Clayman Family Foundation, Inc.
 Cleveland Scholarship Program
 The Columbus Italian Club
 Compco Industries
 Sandy & Mark Denman
 Mr. Dean T. Duffy
 Exxon Company
 Douglas, Barbara & Erika Faires
 Farmers National Bank
 First Energy Foundation
 First Western Trust Service Company

FMC Foundation
 General Electric Foundation
 Key Bank Corporation
 The Medical Center
 National Association of Purchasing
 Managers
 Nestle Scholarship Foundation
 Newton Falls Classroom Teachers
 Association
 Ohio Presbyterian Retirement Services
 Foundation
 Ohio Society of CPA's Foundation
 Tippecanoe Country Club
 Western Star Lodge No. 21 F & AM
 Windham Alumni Association
 WKBN

\$500 - \$999

American Business Women's Association
 American Legion Post #236
 AT & T Foundation
 Dr. Mary J. Beaubien
 Bruce & Nancy Beeghly
 Bell Atlantic Foundation

Fred & Anna Bentfeld
 Boardman Civic Association
 Boardman Rotary Club
 James T. Chengelis, M.D.
 Robert & Joan Corfield
 Mr. Thomas M. Fabek

Ladies of the Painesville Elks No. 549
Mr. Robert P. Mayberry
Dr. Anthony & Irene Mehle
Meritor Automotive, Inc.
Newman Center
Ohio Association for the Education of
Young Children
Ohio Contractors Association
PCI

Below \$500

Anonymous
Ms. Marjorie Abel
Ms. Janice E. Adams
Dominick J. Aimino, Jr.
Deborah Alexander & Lou Barranti
Mr. Carl Alexoff
Ms. Christine Amendola
Ameritech Foundation
Andersen Consulting Foundation
Mr. Fred L. Anderson
Mr. William R. Anderson
Armstrong Foundation
Ms. Katy L. Arnold
Peter & Helen Asimakopoulos
Eugenia & Richard Atkinson
B & B Contractors & Developers, Inc.
in memory of Carmel C. Lucarell
Mr. Bruce E. Bable
Keith & Mary Ann Bacon
Mr. George H. Bagnull
Mr. Joseph M. Baich
Mr. Barry N. Baisden
Mrs. Janet G. Baker
Ms. Phyllis J. Bako
Pamela & Stephen Balent
Col. & Mrs. Howard G. Balogh
Mr. Keith M. Barkett
Ms. Lauren S. Barnhart
Mrs. Phyllis A. Barolsky
Dan & Julia Barton
Jack & Joan Beatty
Dr. Servio T. Becerra

Procter & Gamble Matching Gift Program
Ms. Filomena A. Riccioni
Ruritan National Foundation
Mr. Robert A. Sherman
Mr. Edward Skriner
St. Christine Parish Religious Education
Office
Sun America Inc.
Youngstown Men's Bowling Association

Mr. Joseph E. Becker
Rand & Eleanora Becker
John D. & Jo Ann F. Beeghly
Mrs. Mattie P. Bell
Harry & Patricia Benetis
Mrs. Joy Y. Berteotti
BF Goodrich Company
Mr. Terrence Bilkey
Dr. William & Maureen Binning
Frederick & Susan Birkholtz
Mrs. Betty C. Birrell
Mr. Robert M. Birkovich
Carl & Martha Bishop
Ms. Alana J. Bittner
Ms. Carole A. Bixler
Donald & Bernice Blair
Dr. & Mrs. Louis Bloomberg
Paul & Pamela Bobersky
Ms. Betsy R. Bodine
Ms. Beverly S. Bohach
Mrs. Mildred D. Booth
James & Jacqueline Borak
Joseph & Sherri Bova
Mr. David E. Bowen
Mr. Thomas R. Bowser
Mrs. Hedy Noel Brales
Kenneth & Frances Brayer
William & Beverly Breslyn
Mr. Robert A. Brooks
Dr. David & Mary Brown
Mrs. Julianne G. Brown
Steve & Deana Bundlie

Daniel & Ann Burke
Dr. Charles R. Bush, III
Donald & June Byo
Phillip & Denise Cagigas
Mr. Patrick W. Calhoun
Ms. Nicole M. Campana
Gordon & Betty Campbell
Ms. Robin L. Campbell
Peter & Ruth Ann Cannell
John & Carol Carney
Michael & Linda Carney
Mrs. Isabelle A. Casanta
Joseph & Beth Ceremuga
Ms. Margaret J. Chambers
Joseph & Amelia Chance
Mr. Ryan A. Channell
Terry & Melodee Chapin
Mr. Wendell S. Chapman
Conrad & Irma Chiarcos
Mr. Peter N. Chlumecky
Ms. Karen A. Choppa
Joseph & Cynthia Christopher
George & Janet Churm
David S. Cisine, Jr.
Mrs. Alice B. Citano
Ms. Barbara A. Clemente
Clipay Corporation
Mr. Larry L. Coburn
Mr. Howard P. Cohen
College Club West Scholarship Fund
Mr. David L. Collins
Commercial Intertech Corporation
Comsat Corporation
Randall & Tamara Cooke
LTC Daniel & Janice Cooley
Coopers & Lybrand Foundation
Dr. Thomas A. Copeland
George & Julie Cover
Mr. James R. Cox, Jr.
Ms. Marsha S. Cozzo
CPA Wives Auxiliary
Crane Foundation
Mr. William D. Crawford
Col. Joseph & Peggy Cretella
Mrs. Patricia C. Cronin

Mr. S. Allen Csiky
Mr. Wallace L. Cunningham
Mr. David B. Daugherty
Franklin & Dolores Davidson
Ms. June A. Davies
Mr. Christopher J. Davis
Mark & Kathy Davis
Ms. Teresa W. Davis
Ms. Linda L. Davis-O'Leary
Nicholas & Joyce DeCarbo
Mr. Bassam M. Deeb
Mrs. Lisa L. DeFuria
Ms. Frances DeJute
Ronald DeLisio, Sr.
Dr. Ivania del Pozo
Dr. Theodosius & Dorothy Demen
Ms. Ida Deniro
William & Linda Derdock
Daniel & Kathryn Deskin
Mr. Ray A. DiDonato
Capt. John A. Dinger, Jr., USN Ret.
Thomas & Marilyn DiSante
Ernest & Dorothy Dodson
Ms. Cynthia J. Dolph
Dr. Leslie & Eva Domonkos
Mrs. Paula A. D'Onofrio
Dr. David J. Dortin
John & Loretta Dotson
Leo & Pauline Downey
Bradford & Susan Downie
Mr. Michael P. Doyle
Atty. Ted & Kelly Dravis
Edward & Linda Dressel
Mr. John Drotleff
Mr. William Dunmire
Mr. Cary R. Efaw
Mr. Allen J. Ehas
Mr. Frank H. Einsiedel
Ms. Mary E. Elia
Jeffrey & Kimberly Ellis
Emerson Electric Company
Kent Engelhardt & Beth Hargreaves
John & Irene Evans
Ms. Rose Fabek
Mr. Edward V. Fabrizio

Dennis & Patricia Fagundes
Jack & Joan Fahey
Mr. Leonard J. Farbman
Mr. Jack G. Feldstein
Mr. Cyril M. Ferenchak
Mr. Jeffrey Ferezan
Mr. Arthur W. Ferguson
Randall Ferguson & Germaine Santon
Mr. James J. Ferraro
Rev. Pat B. Ferraro
Ms. Michele H. Ferre
Ms. Karen L. Finlen
Thomas & Christina Firnhaber
Ms. Melody Ann Fitch
Mr. Kenneth H. Fitzgerald
Mr. Greg P. Fitzpatrick
Mr. Paul 'Pete' Fitzsimmons
Ms. Delores Fleming
Mr. Carmen D. Fortunato
Mr. Joseph W. Fowler
Michael & Valerie Foxman
Mrs. Elaine M. Franks
Ms. Frances M. Frantz
Ms. Teresa E. Frantz
Mr. Adam E. Frey
Mr. John F. Fularz
Steve & Jane Furgas
Ms. Julienne D. Gagliardi
Karen & Bernard Galehan
Mr. Jerry L. Gamertsfelder
Delta Kappa Gamma
Ronald & Susan Garchar
Mr. David N. Garden
Dennis & Esther Gartland
Thomas III & Kimberly Garzanich
Mr. James M. Gasior
Ms. Bonita L. Gauding
Sanford Gaylord, M.D.
Dr. David C. Genaway
Giannos Candy
Mr. Gus J. Giannios
Dr. Janet A. Gill-Wigal
Miss Deborah K. Gleason
Jack & Joan Gocala
Mr. William E. Godward

Golden Key National Honor Society
Good Hope Lutheran Church
Goodyear Tire & Rubber Company
Ms. Maxine J. Gordon
Jody & Diana Gould
Mr. Richard N. Governor
Ms. Karen S. Green
Ms. Donna J. Greenaway
Mr. Daniel A. Gregan
Mr. Joseph L. Gregory
Richard & Alma Griffiths
Mr. Thomas R. Grimm
Ms. Judith Gross
Ms. Laura A. Gross
John & Alberta Grove
Dr. Joseph P. Grunenwald
Ms. Kathleen R. Gudgel
Mr. Frank P. Gugliotta
Ms. Sarah A. Gunn
Mr. Salvador V. Gurgiolo
Robert Hagan & Michele Lepore-Hagan
Joseph & Veronica Hall
Wes & Pat Hall
William & Patricia Hamill
Ms. Gail M. Hammett
Dr. Bernard J. Hamrock
Mr. William J. Hanlon, Jr.
Ms. Ann G. Harris
Mrs. Florence Harshman
Richard & Linda Hart
Terry & Jini Hawk
Mr. Harvey H. Haynam, Jr.
William & Dolores Heckathorn
Mr. Robert N. Heller
David & Ruth Herbert
Ms. Diane Herdman
Mr. Robert G. Hewitt
Steven & Dona Hewitt
Ms. Janelle Hideg
Highway Rubber Products Corporation
Mr. William L. Hilliard
Mr. Stephen J. Hlaudy
Ms. Mary E. Hlivak
Mr. Joseph M. Hollern
Ms. Diana L. Holzer

Kenneth & Patricia Horvath
Dr. S. Cary & Noreen Huber
Mr. Robert L. Hull
Mr. John E. Hurst
Italian American Post #3
Joseph & Vicky Italiano
J & L Specialty Foundation
Estate of Herta Jackson
John & Suzanne Jackson
Dr. Jean A. Jaeger
Mr. David R. Janofa
Mr. John M. Janosik
Mr. Michael J. Janovick
Frank & Averna Jayne
Mr. William A. Jensen, Sr.
Dean & Christine Jickess
Ms. Jaime L. Joerndt
Clifford & Lillie Johnson
Mr. Daniel B. Johnston
Ms. June F. Jones
Bruce & Karen Joseph
Mr. Louis P. Joseph
Mr. Tony Joy
Ms. Mary Jo Joyce
Mr. Richard Juvancic
David & Barbara Kaminsky
Morris & Elizabeth Kaplowitz
Mrs. Katherine Kartalis
Dr. Peter J. Kasvinsky
William & Judith Kata
Mr. Ned J. Kaufman
Ms. Denise M. Kearns
Ms. Darlene J. Kelly
Gerald & Mollie Kessler
Mr. Gerald C. King
Jason & Meredith Kitchen
Mr. David G. Klein
Gary & Teresa Klembara
Mr. Werner L. Kling
Mr. Geoffrey L. Knight
Mrs. Nancy L. Knight
Mr. Robert L. Kocan
Stephan Koknat & Brigitte Ramos
David & Terrie Konik
Frank & Mary Ann Konya

Mr. David L. Korb
Mr. John R. Kotchmar
Mr. William G. Koziar
Joseph & Ethel Kripchak
Ms. Marie Daniels Kruppa
Mr. Peter M. Kruppa, Jr.
Mr. Anton J. Krutsch
Stephen & Linda Kurta
Kurtanich Engineers & Associates, Inc.
Andrew & Catherine Kuthy
Ms. Louise Laughery
Mr. Ronald H. Leasburg
Dr. Glorianne Leck & Susan Savastuk
John & Mary Ellen Lenton
Theodore & Karen Lenz
Donald & Karin Leone
Marvin & Sharon Levy
Mr. Harry H. Libengood, Sr.
Mr. George Lin, CPA
Dr. Sherry L. Linkon
William & Linda Livosky
Dr. Michael F. Lloyd
Lockheed Martin
William & Linda Long
L.P. Cavett Company
Ms. Marie A. Lorubbio
Dr. Robert E. Loth
Dr. Michael & Genie Luzar
Ms. Patricia J. Lynch
Mrs. Shirley A. Lyon
Mr. John M. MacIntosh
Ms. Cyndee T. Mackall
David & Carol Magazzeni
Ms. Beverly J. Magda
Mahoning National Bank
Mrs. Sarah Maine
David & Janet Mangun
Mr. Frank A. Marsco
Mr. John E. Marsh
Jack & Paula Martinec
Dr. & Mrs. Mario D. Massullo
Mr. Irvin L. Maurer
May Emma Hoyt Foundation
Dr. Richard M. Mayberry
Mr. John J. McCann

Mrs. Jane E. McCormick
John & Susan McCullough
Dennis J. McDonagh, M.D.
Mr. Mark W. McDonough
Melinda S. McGowan
Mr. David A. McLlrot
Michael & Denise McKee
Ms. Shirley A. McMahan
Ms. Karen L. McMullin
Dr. Donna J. McNierney
Medical Assistants, Mahoning County
Chapter
Drs. Ronald & Lynn Mikolich
Albert & Rosalyn Miller
Ms. Mary Ann Miller
William Miller & Donna Richards
Audrey & Steve Mislav
Ronald & Joyce Mistovich
George & Kathleen Mocker
Ms. Angelisa G. Moran
Mr. Joseph Morgan
Ms. Helen N. Morris
Mrs. Jeanne M. Morrisey
Guy & Diane Morsillo
Ms. Cheri L. Moser
ms consultants, inc.
Ms. Cathy F. Mullarney
David & Ruth Mullins
Mr. George J. Murphy, Jr.
John T. & Joanne Murphy
Mr. Harry L. Musser
Mr. Michal A. Naffah
Ms. Sylvia E. Nanji
Ms. Evelyn J. Nannicola
Mr. Anthony J. Naples
Mr. Michael L. Naples
A.J. & Margi Napoli
Atty. Daniel & Swastica Nastoff
National City Bank Matching Gifts Program
NCR Corporation
Mr. John A. Neloms
Mr. Craig M. Newmeyer
Mr. Joseph L. Nigro
Ms. Judith A. Nivert
North American Indian Cultural Center

Norton Company
Mr. David A. Nuss
Jack & Janet O'Connell
Alan & Colleen Oleksa
Stephen & Lou Olenick
Nicholas & Susan Olesko
Mrs. Diane E. Ollom
Sherry & Kenneth O'Rourke
Ms. Candice S. Orr
Dr. Fred & Dawn Owens
Mr. Martin C. Owens
Harry & Nora Paraska
Ronald & Cecelia Parise
Marcella & David Patton
Ms. Penny Laakso Pavelko
Pennzoil Products Company
Mr. Richard D. Percic
Dr. Ted & Susan Perkins
Thomas & Cynthia Perman
Mr. Michael J. Petrucci
Paul & Karen Pezzenti
Phi Delta Kappa, Mahoning Valley Chapter
Maurus & D. Kathleen Picciano
Atty. James J. Pierson
Ms. Julie A. Plekan
PNC Bank Corporation
Xun & Carmen Pomponio
Dr. Kenneth A. Popio
Ms. Cathleen M. Powell
Brian & Sonya Pretoka
Joanne Dove Prisley
Ms. Laura E. Profitt
Prout Boiler, Heating & Welding
Dr. Howard & Susan Pullman
Joseph & Patricia Purser
Mrs. Sylvia M. Rakyta
Ralph P. Ramanna, Jr.
Mr. Richard R. Ratliff
Mr. William E. Rausch, Jr.
Donald & Margaret Rearick
Ms. Elizabeth A. Rector
Mr. David V. Reedy
William & Kathleen Reinger
Dr. & Mrs. Robert Ricchiuti
Mr. Herbert J. Rickard

Ms. Liliana R. Ricotti
Ms. Paula Riley, P.E.
Mr. Gerry Rishel
Mr. Mark Roach
David & Joanne Roch
Edward & Patricia Rodesky
Mr. James A. Roemer
Mrs. Penni M. Rohrbaugh
Mr. Mark E. Roiland
Ms. Jamie L. Rolfe
Ms. Benita Rollins
Walter & Elaine Roshetsky
Mr. Joseph L. Ross
Mr. Eugene E. Rossi
Mr. Michael W. Roussos
Anthony & Kathleen Rozzo
Ms. Samantha M. Rozzo
Mr. Keith D. Rubenstein
Charles & Diane Rudge
James & Joan Ruffing
George & Constance Rumberg
Mrs. Elaine Ruse
Mr. James A. Russo
Ms. Sandra M. Sachs
Ms. Mary Alice B. Schaff
John & Nancy Scheckelhoff
Mr. Larry L. Schlabaugh
Ms. Janice W. Schnall
John & Patricia Schnell
Mr. Carl L. Schweikert
Mr. John M. Scott
Mr. Patrick M. Scott
Ms. Frances E. Seagrave
Mrs. Victoria R. Sebulsky
Mr. David L. Sentivany
Mr. & Mrs. Roy Setterberg
Dr. Marybeth D. Shaffer
Edward & Sharon Shanks
James & Lillian Sharlet
Sharon Music Club
Ms. Darla S. Shaw
Mr. Richard F. Shirra
David & Tracy Shoff
Mr. Michael Short
Peter & Stevie Sicafuse

Ms. Lori L. Sickle
Ms. Deloris B. Simms
Mr. Virgil S. Simms
Cynthia M. Simpson, M.D. in honor of
F.S. Jagatich's birthday
Mr. Ronald A. Sines
Ms. Joanne T. Skufca
Mr. Clarence R. Smith, Jr.
George & Michelle Smith
Laurie & Donald Smith
Mr. Thomas Smolanovich
John & Viive Sontich
Steve J. Sotlar & Tamara J. Warner
Ms. Pamela A. Sowry
Dr. Joseph A. Spera
Mr. Douglas R. Spicher
Paul & Dolores Stebelton
Ms. Bette L. Steele
Mr. Terry P. Steele
Mr. Jay S. Stein
Mr. Robert A. Stelter
Mr. Dennis L. Stephens
Richard & Barbara Stevens
Danny & Phyllis Stipe
James & Melanie Stitt
Dr. & Mrs. Anthony H. Stocks
Anita & Norman Stothard
Mr. George R. Stowe
Ms. Donna M. Straight
Mr. Todd P. Stratford
Mr. Michael A. Studney
Mr. Lester R. Styers
Mrs. Beverly K. Suhar-Acinapuro
Dr. Stan K. Sujka
Mr. & Mrs. Edward M. Sullivan
Mr. Theodore J. Susko
Ms. Jennifer A. Sutton
Mr. Gary D. Swanson
Ms. Florence K. Swierz
Ms. April L. Swihart
Mr. Stephen D. Tableman
Ms. Tara L. Taylor
Peter & Ruth Tedde
Mr. David L. Tempesta
Third Baptist Church

Mr. Jeffrey D. Thomas
 Dr. Julie E. Thomas
 Scott & Suzanne Thomas
 Mr. Robert L. Thornburg
 Mr. Michael J. Thornton
 Wayne & Nancy Tiedeman
 Gary & Jennifer Tkac
 Mr. Jeff Torda
 Mr. James A. Toti
 Ms. Annette Tsvetanoff
 Mr. Tugrul A. Uysal
 Mr. Harry C. VanBrocklin
 Daniel & Cecilia VanDam
 Mr. Thomas G. VanWert
 Mr. Thomas Vasila
 Mr. Michael D. Vasilchek
 Mrs. Linda M. Vaupel
 Dr. L. Allen Viehmeyer
 Mr. Joseph Vito
 Mr. Raymond D. Vitullo
 Mr. Scott T. Voorhies
 Mrs. Ruth A. Vukovich
 Mrs. Rosemary B. Walker
 William & Linda Walker
 Mrs. Evelyn Walsh
 Mr. Paul A. Watson
 Mr. Mike J. Watters

Ms. Charlotte E. Weden
 Mr. Thomas K. Weeter
 Ms. Tina K. Weintz
 Ms. Deborah Jo Wensel
 Ms. Jennifer E. Westover
 Ms. Helen Wheland
 Ms. Linda K. White
 Mr. Matthew J. White
 Robert & Linda Wilkeson
 Ms. Holly A. Williams
 Robert & Barbara Williams
 Mrs. Lynn L. Williamson
 Paul & Mary Ann Williamson
 Mrs. Kera L. Wilson
 James & Suzanne Wimer
 Taylor Winfield
 Dennis & Bonnie Wingard
 Ms. Betty J. Wire
 Mr. Arthur D. Wolfcale, Jr.
 John & Linda Wray
 Dr. & Mrs. Robert M. Wright in memory of
 Linda K. Welch
 Sidney & Verna Wylie
 Mr. Morgan K. Young
 YSU Spanish Club
 Col. Robert J. Yuhas, Ret.
 Mr. Tom Zaniello

Total Cash Contributions: \$351,755.63

NON-CASH CONTRIBUTIONS

Aladdin's Eatery	296.00	Food for Hou Rong Reception
Boardman Steel, Inc.	3,610.00	Frame for Softball Scoreboard
East Ohio Gas Company	200.00	Savings Bond for Physics Olympics
Lamar Advertising	2,100.00	Billboard for SMARTS Program
Sebastiani Trucking Company	1,500.00	Road Salt for Facilities
Tri-County Wholesale Distribution Inc.	52.76	Beverages for Dean McCloud's Reading at The Butler
Youngstown State University Foundation	12,650.00	Youngstown City Lot Numbers 3273, 9121, 9122, & 12620
YSU Arby's Restaurant	25.00	Savings Bond for Physics Olympics

Total Non-Cash Contributions: \$20,433.76



**YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES
WYSU-FM GIFT LIST
FOR THE PERIOD OF APRIL 1 - JUNE 30, 1999**

<u>DESCRIPTION</u>	<u>NUMBER OF GIFTS</u>	<u>TOTAL</u>
Cash	704	<u>\$44,183.00</u>
Total	704	\$44,183.00

<u>RANKING OF CASH GIFTS:</u>	<u>NUMBER RECEIVED</u>	<u>TOTAL</u>
\$1,000 - \$4,999	1	1,080.00
Below \$500	<u>703</u>	<u>\$43,103.00</u>
Total	704	\$44,183.00

Savings Bond for Physics Olympics	25.00
Youngstown City Lot Numbers 3273, 9121, 9122, & 12620	12,650.00
Reading at The Butler	
Beverages for Dean McCloud's	52.76
Road Salt for Facilities	1,500.00
Billboard for SMARTS Program	2,100.00
Savings Bond for Physics Olympics	200.00
Frame for Softball Scoreboard	3,610.00
Food for Hon Rong Reception	296.00

YSU Arby's Restaurant	
Youngstown State University Foundation	
Tri-County Wholesale Distribution Inc	
Sebastian Trucking Company	
Lamar Advertising	
East Ohio Gas Company	
Boardman Steel, Inc.	
Aladdin's Bakery	

Total Non-Cash Contributions: \$20,433.76

CASH CONTRIBUTIONS BY RANK

\$1,000 - \$4,999

Dr. Kong & Mrs. Gim Oh

Below \$500:

Alexander Adams
 Robert Adduci
 Samuel Adornato
 Andrew Alberico
 Rick Alcorn
 Jack N. Alpern
 Neil Altman
 Altrusa International of Yo., Ohio Inc.
 William J. Ambert
 Ameritech Foundation
 Louis Ames
 Anna Ampy
 C. John & Barbara Amstutz
 Nancy Andrew
 Gail A. Arneson
 Richard W. Arnold
 Drs. Thomas & Diana Ashdown
 William Auger
 Kerry Aulizia
 Nancy Lee Ault
 Janet Gay Baker
 Dr. Virginia Banks
 Judith M. Barabas
 Rosemary Bare
 Mr. & Mrs. Albert Barnett
 Karen A. Barr
 Lou Barranti & Deborah Alexander
 Shirley A. Bartlett
 William W. Bartley
 Leonard Batcha
 Patricia A. Baumgarner
 Dr. John D. Beal
 Donna Beaudoin
 Joanne F. Beeghly

Lorraine Bees
 James & Susan Beil
 Ed Benedict
 Hugh N. Bennett, M.D.
 Rocco Bernard
 Peter Bevelaqua
 Alvin Beynon
 Jaqueline M. Bibo
 Ed & Janice Bidek
 Edward & Betty Bierl
 David B. Bigler
 Alvera G. Billock
 Nancy J. Bizzarri
 Ken Black
 Dan Blakeman
 Boardman Dance Institute
 Dr. Joseph Bolotin
 Dr. Todd S. Bolotin
 Johnathan Bonchak
 Tom Booher
 Everett Bostrom
 Verena Botzenhart-Viehe, Ph. D.
 Joe & Emily Boughton
 Colleen Boyle
 John & Gloria Bragg
 Charles Brekoski
 Carol Bretz
 William & Arlene Brewster
 Mary Brincko
 Dr. Barbara Brothers
 Charlene Brown
 Gary Brown
 Leslie A. Brown
 Lois Brussee

Mary Alice Budge
Amy Bufano
John Bullock
Dr. & Mrs. William Bunn
Jerry Burdette
Dr. & Mrs. Mike Burley
Cedric & Roberta Butchy
Jeff Byce
Martin & Catherine Cala
Joe Calinger
Gabriele Calior
Richard and Susanne Campbell
Dennis J. Candor
Jeanne Cano
Jon F. Carime
Bert Carlisle
Catherine C. Carroll
Ruth G. Cartwright
Dan Cerroni
Rosemary Cervone
Chloe E. Channel
Angela Chen
Dennis J. Cheplick
Dr. Harold Chevlen
Steven & Karen Chikosky
Fred Chordas
Rev. Joseph Ciaiola
Neil Ciminero
Brad Clepper
James F. Collier
Chris Combine
Comprehensive Rehab
Cindi Constantino
Larry Conti
Joseph R. Cook
James Corbe
John Corcoran
Maggie Corfield
Robert Courmen
Charles & Maureen Creager
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Diane Crites
George Crites
Patricia W. Cummins
Charles Darling

Katrena Davidson
William Davidson
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Edward & Sallie Daytner
Jackie DeAngelo
Raymond DeCarlo
David Dennis
Joan Deramo
Marilyn DeSalvo
Mark DeWalt
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Edward Largent, Jr.
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Jerome & Louise Lefkort
Scott A. Leonard
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Lewis' Grill & Fireplace Shop
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Charles A. Liles
Robert & Maryann Limmer
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Jean Middendorf-Smith
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Harriet Miller
Shirley Miller
Wendy Miller
William Miller
John Milligan
Minnesota Communications
Margaret M. Minghetti
William V. Mitchell
Bonnie Molnar
Ruth Molvin
Jim Mondok
Vernon & Mary Alice Mook
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Dr. Gulam Moonda
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William & C. Marilyn Moore
Janet Moy
John Moyer
Harry Muir

William & Rose Ann Mullen
Beverly Muresan
Kristina Murphy
Marjorie G. Murphy
Tiana Murthy
Music Appreciation Hour of Copeland Oaks
Fr. Fred Nachtigal
Anthony Nackino
Nancy Nader
Selvaraj Nagappan
Raymond Nakley Jr.
Dr. Ravinder Nath
Linda Nehls
Ronald Neuger
Atty. John & Lillian Newman
Karie Newman
Wayne Nickerson
Dr. Nicola B. Nicoloff
John Noga
Dorothy Norton
NPR
Uchenna Nwosu
Marilou Occhibove
Joseph & Carol Ohr
John & Nancy Orr
Steve G. Ostrolenk
Irving & Deborah Ozer
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John O'Donnell
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Jacqui Pressly
Richard & Mary Prest
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Diane Profusek
Ann Przelomski
Susan Pullman
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Lori Quaranta
Dr. Rose Quinones-DelValle
Vikram & Urmi Raval
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Jay M. Reed
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Gina L. Reesey
William G. Reeves
John & Elizabeth Regule
Keith Reid
Charles & Teresa Reilly
Barbara Reiss
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Dr. Steven Riggall
Sue Riley
Teresa Riley
Dr. Nathan Ritchey
Catherine Rodik
Jeff J. Rodik
Rev. Matthew Roehrig
Becky Roh
Michael and Lori Roknick
Donna Romack

Clara J. Ross
Kyle Rostan
Roth Brothers
Sam Roth
Sandra Roth
Joe Rouzzo
Elizabeth Royster
Thomas & Rosemary Rudnicki
Steven Ruhle
Charles C. Rumberg
George Rumberg
Robert W. Rupeka
Laurelin M. Rupert
Michael Rupert
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Rev. Ty Sabella
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James & Cynthia Sahli
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John W. Sant
Dorothy Sarver
Lowell & Ellen Satre
Kurt W. Sauer
Peter Sauer
Jain A. Savage
Mary F. Saxon
Gina M. Schiavone
Ronald & Helene Schulz
Helmut Schumacher
Lee S. Schwebel
Daniel & Sara Scudier
Linda Seeley
Gary & Sue Sexton
Richard & Susan Shafer
Mukul Shahi
Sharon Shanks
Kris Shannon
Fred Shape
David W. Shaw
Mr. & Mrs. Patrick Shea
Ken & Elizabeth Shellito
Michael A. Shepherd
Charles F. Sheppard
Edward & Virginia Shorten

Janice S. Shriver
Gladys G. Sibley
Sigma Alpha Iota
Charles Silverman
Edward & Natalie Simchick
Jeff Simon
Richard & Wendy Simon
Margaret V. Simone
Mark R. Simpson
Ann E. Slaughter
Dr. & Mrs. Morris Slavin
Bill & Gloria Slocum
Angela Small
Jeffrey A. Smiley
Donna Smith
Katie Smith
Lynda Smith
Lynn Smith
Timothy E. Smith
David J. Smyntek
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Dr. & Mrs. Karl E. Soller
John & Florence Sopko
Peter C. Sotus
Richard Spagnola
Joseph R. Spahr
Harry L. Spencer
Jennifer J. Staaf
Anna M. Stahara
Cheryl M. Staib
Dorothy F. Stambaugh
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Donald D. Steele
Rees & Ronnie Stefanik
David & Roselyn Stephens
Frank B. Sterns
Jeananne Stevens
Jerome K. Stevens
Dr. & Mrs. Anthony Stocks
James Stoddard
Martin Stolpe
Karen A. Stout
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Raymond Strickland
Anne Stroia

Martha Hill Stump
 Ronald Sutton
 Florence K. Swierz
 Adelaide Szabo
 Lois Tamplin
 Thomas L. Taylor
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 Stewart Thompson
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 Margaret Tompkins
 Marjorie Townsend
 Fr. Fred E. Truckis
 Klara Trusova
 Sy & Pearl Ulicny
 Cemil Ulus
 Darrel G. Valentine
 Barbara Valiensi
 Sagar Vallabh
 Alan D. Van Over
 Monica Van Such
 Kreig W. Vens
 Frank & Elizabeth Verterano
 Allen Viehmeyer
 Ruth Wack
 Phyllis Wagner
 Terry Waldman
 Gary Walker
 Sandra J. Walter
 David & Susan Walters
 R. David Wardale
 Craig Warden
 Sieglinde Warren
 Mark & Esther Wasser
 Dr. & Mrs. Chatrchai Watanakunakorn
 James Watson-Hardy
 Rev. Condie E. Watters

Total Cash Contributions:

Ronald G. Webster
 Tom Weller
 Thomas & Jean Wellman
 Howard T. Welser, Sr.
 Ben Welsh
 Elaine Welsh
 M. Frederic Welter
 William & Melinda Weltman
 Jack & Karen Wendle
 Dean S. Wennerstrom
 Joel Wentling
 Edward J. Wheeler
 Dr. John White
 Samuel & Margaret White
 Philip Wilcox
 Mark Wilhelm
 David Williams
 Jeanette Williams
 Louise Williams
 Ed & Mary Wilson
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 Sonya M. Wilt
 Eric J. Wingler
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 Katherine S. Wolfe
 Dr. Mark Womble
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 Youngstown Music Teachers' Association
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 Marilyn Zishka
 Julius Zlotnick
 Dr. & Mrs. John Zubil

\$44,183.00



**YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES
MAAG LIBRARY GIFT LIST
FOR THE PERIOD OF JULY 1, 1998 - JUNE 30, 1999**

<u>DESCRIPTION</u>	<u>NUMBER OF GIFTS</u>	<u>TOTAL</u>
Cash	11	\$2,004.96
Non-Cash Gifts	<u>3,879</u>	<u>N/A</u>
Total	3,890	\$2,004.96

RANKING OF CASH GIFTS:

	<u>NUMBER RECEIVED</u>	<u>TOTAL</u>
\$1,000 - \$4,999	1	\$1,000.00
Below \$500	<u>10</u>	<u>\$ 1,004.96</u>
Total	11	\$2,004.96

Books

Anonymous
Thomas A Wood
Louise Aurilio
William & Margaret Baker
John & Joan Barnes
Allison Brungard
Cathy Cardwell, Thomas Kiger,
Lee-Ann McAlister, & Dr. David Pollock

Dr. Robert Carr
Case Western Reserve University
Thomas Chestnut, II
Dr. Hai Yang Chen
Church of Scientology International
Irwin Cohen
Corny Publishing
L.A. Crockett

CASH CONTRIBUTIONS BY CATEGORY

Beckman Memorial Collection

Dr. Paul E. Beckman in memory of Mary & Mark Beckman

Candace Gay Memorial Fund

Dr. Thomas Gay in memory of Candace Gay

Miscellaneous

Virginia Chiarello in memory of Donald G. Ontko
 Donna Esterly in memory of Larry J. Walker
 Larry & Donna Esterly in memory of Josephine Crotty Binning and Dr. Sanford Hotchkiss
 Richard & Sally Gunn in memory of Eric Butch, John Edward Fee, Tom & Betty McCarthy,
 Cornelius A. Murray, Maria Sokil Rudnytsky, Samantha Tod Stanier, and Mildred Vahey
 Helen Morgan in memory of Dottie Fagan
 Susan Petras in memory of Rose Riccioni
 Pittsburgh Conference on Analytical Chemistry & Applied Science
 in honor of Chris Ciolli
 Hildegard Schnuttgen
 Rob & Jacque Truitt in memory of Paul R. Gratz

Total Cash Contributions \$2,004.96

NON-CASH CONTRIBUTIONS

Books

Anonymous Thomas Atwood Louise Aurilio William & Margaret Baker John & Joan Barnes Allison Brungard Cathy Cardwell, Thomas Kiger, Lee-Ann McAllister, & Dr. David Pollack	Dr. Robert Carr Case Western Reserve University Thomas Cheezum, II Dr. Hai Yang Chen Church of Scientology International Irwin Cohen Coiny Publishing L.A. Crockett
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College of Business Administration
 College of Education
 College of English Association
 Andrew Dzuracky
 Thomas Fabek
 Dale W. Fishbeck
 Florida Shore & Beach Preservation Assoc.
 Friends of the Foundation for Free Culture
 Mercedes Golonko
 Michael H. Graham
 Mel G. Grinspan
 Beverly Grimes
 Daryl D. Gross
 John Holcomb
 Hongwanji International Center in Kyoto
 Hunyadi Books
 John Thomas Ilas
 Henry Kohoutek
 Robert L. Kurtz
 Ron & Patty Gilky
 Paul Leeba
 Dr. Linkhorn
 Dr. Sherry Linkon, Dr. Sharon Stringer &
 Dr. Julia Thomas

Total Books:

Edward Locke
 Low Countries
 Angela Mudrak
 P. Munro
 National Association of Life Underwriters
 National Dean's List
 Ohio Coalition for Equity and Adequacy
 Ohio State University
 Program in Korean Studies
 Prometheus Books
 Dan & Dr. Mary Jo Reiff
 Dr. Robert Secrist
 Dr. Morris Slavin
 Sogo-Way
 Michael Spath
 Dr. Sharon Stringer
 Timken Company
 Trapper Publications
 University of Miami School of Law
 University for Life
 Vegetarian & Vegan Association
 Mary & Dr. Mark Womble
 Washington College
 J.B. Wilkenson

2,493

Miscellaneous

Louise Aurilio
 William & Margaret Baker
 Carol Brill
 Thomas Cheezum, II
 Dr. Hai Yang Chen
 Estate of Dr. John J. McDonough
 Extremely Limited, Inc.
 Dr. Sharon Stringer

Total Miscellaneous Items:

1,386



**RESOLUTION TO APPROVE
ACCEPTANCE OF LOANED PROPERTY/COURTESY
CAR PROGRAM POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Acceptance of Loaned Property/Courtesy Car Program, policy number 3008.01 of the *University Guidebook*, and does hereby rescind the former corresponding Article IX, Section 2.1, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit E attached hereto.



UNIVERSITY GUIDEBOOK

Subject: Acceptance of Loaned Property/Courtesy Car Program

Developed by: C. Vernon Snyder	Authorized by: Leslie H. Cochran
Title: Vice President Development and Community Affairs	Title: President
Date: May, 1999	EFFECTIVE:

Policy: The University may accept loans of vehicles and other property to be used in support of its activities and programs. In accepting such loans, the University is authorized to make any appropriate expenditure for the protection and maintenance of such property.

RESOLUTION NUMBER: YR 2000

Parameters:

- The Vice President for Development and Community Affairs determines the number of cars that should be included in the Intercollegiate Athletics Courtesy Car Program. In cooperation with the Executive Vice President, the Vice President for Development and Community Affairs will establish the number of vehicles to be covered by insurance.
- The Executive Director of Intercollegiate Athletics is responsible for assigning the vehicles to specific individuals.
- The Vice President for Development and Community Affairs is responsible for signing the lease agreements for all of the vehicles in the Courtesy Car Program.
- The Executive Director of Intercollegiate Athletics has primary responsibility to notify the Director of Environmental and Occupational Health and Safety each time vehicle changes are made so that the insurance coverage can be modified accordingly.
- Leases must be in the University's name so that the vehicles can be covered by the institution's insurance policy.



Procedures

1. Prior to picking up a courtesy car from the dealership, authorized coaches and athletic personnel must complete the form, "Youngstown State University Agreement Concerning Automobile Insurance." This form is available in the Office of Intercollegiate Athletics Business or the Office of Environmental and Occupational Health and Safety.
2. The completed form must be signed and faxed to the Office of Environmental and Occupational Health and Safety for approval.
3. The Office of Environmental and Occupational Health and Safety will fax the form to the University's insurance carrier to secure insurance coverage.
4. The University's insurance carrier will mail a Proof of Insurance card to the Office of Environmental and Occupational Health and Safety. The card will be forwarded to the authorized driver of the vehicle. The card must be kept in the glove compartment of the vehicle at all times.
5. The Executive Director of Intercollegiate Athletics must inform the Office of Environmental and Occupational Health and Safety when the vehicle is returned to the dealership.
6. Each authorized driver must have attended the Defensive Driving course offered through the Office of Training and Development and received certification.

EXISTING POLICY—TO BE RESCINDED

RESOLUTION TO APPROVE
UNIVERSITY PUBLICATIONS POLICY



WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing University Publications, policy number 2012.01 of the University Guidebook, shown as Exhibit F attached hereto

- 2.1 The President, or his designee, may be permitted to accept loans of vehicles and other property to be used by the University in support of its activities and affairs. In accepting such loans, the University shall be authorized to make any appropriate expenditures for the protection and maintenance of such property.

Agenda Item E.4.c.

Board of Trustees Meeting
September 10, 1999
YR 2000-



**RESOLUTION TO APPROVE
UNIVERSITY PUBLICATIONS POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing University Publications, policy number 5012.01 of the *University Guidebook*, shown as Exhibit F attached hereto.

[The President, or his designee, may be permitted to accept loans of vehicles and other property to be used by the University in support of its activities and affairs. In accepting such loans, the University shall be authorized to make any appropriate expenditures for the protection and maintenance of such property.]

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.4.c.



UNIVERSITY GUIDEBOOK

Subject: University Publications

Developed by: Linda Lewis	Authorized by: Charles McBriarty
Title: Director University Relations	Title: Special Assistant to the President
Date: May, 1999	EFFECTIVE:

Policy: The Office of University Relations serves as the clearinghouse for all publications and other such communication vehicles that are developed for distribution to an external audience. As such, this office has oversight for all printed materials that represent official University programs and services.

RESOLUTION NUMBER: YR 2000

Parameters:

- Working in cooperation with the divisions of the University, the Office of University Relations has the responsibility to maintain consistency of presentation of all institutional publications.
- The Office of University Relations, in cooperation with the divisions, will facilitate the production of the various publications.

Procedures:

1. Departments planning a publication or other communication vehicle for internal or external distribution should complete a "Publication Request Form" available from the Office of University Relations. The completed form should be submitted to the appropriate chairperson/director, dean/executive director, and, as appropriate, the Provost or Vice President.
2. The form should be forwarded to University Relations well in advance of the anticipated publication due date. The amount of lead time needed may vary depending upon several factors, such as: complexity of the project (e.g., length, number of photographs, artwork) and the number of individuals involved in developing and reviewing the materials.
3. University Relations will arrange a meeting to discuss the needs, exchange ideas, and establish time lines. Budget sources for the project will be discussed at that time.

UNIVERSITY GUIDEBOOK



4. University Relations may contract the publication to outside sources.
5. Most often, the requesting unit will be responsible for furnishing suggested text for the publication. If requested, University Relations will prepare suggested text for the area's review and approval.
6. Appropriate artwork or photographs will be prepared in cooperation with the requesting unit.
7. After a first-draft proof of the publication is prepared, the requestor will review the proof, note any changes, and return the publication for preparation of a final proof.
8. The final proof will be submitted to the requesting unit who assumes primary responsibility for the content, accuracy, and completeness of information in the publication. University Relations assumes primary responsibility for grammar, punctuation, and overall appearance.
9. Additional procedures for using University symbols and related publication information can be found in *Graphic Standards Guidelines*, available in the Office of University Relations.
10. A unit may wish to develop materials; however, prior to the final draft, the materials should be submitted to the Office of University Relations for editing and review of graphic standards.

Procedures:

Departments planning a publication or other communication vehicle for internal or external distribution should complete a "Publication Request Form" available from the Office of University Relations. The completed form should be submitted to the appropriate chairperson/director, dean/executive director, and, as appropriate, the Provost or Vice President.

2. The form should be forwarded to University Relations well in advance of the anticipated publication due date. The amount of lead time needed may vary depending upon several factors, such as: complexity of the project (e.g., length, number of photographs, artwork) and the number of individuals involved in developing and reviewing the materials.

3. University Relations will arrange a meeting to discuss the needs, exchange ideas, and establish time lines. Budget sources for the project will be discussed at that time.



UNIVERSITY GUIDEBOOK

Subject: Licensing of University Names and Marks

Developed by: Linda Lewis	Authorized by: Charles McBriarty
Title: Director	Title: Special Assistant to the President
University Relations	EFFECTIVE:
Date: May, 1999	

Policy: The Office of University Relations is responsible for licensing and monitoring of the trade names, trademarks, and service marks of the University.

RESOLUTION NUMBER: YR 2000

Parameters:

- Licensing applies to the University's name, nicknames, abbreviations, logos, seal, mascots, slogans, and anything that is similar to these marks.
- Royalties received through the sale of licensed items will be used for student academic scholarships.
- The Office of University Relations is responsible for monitoring the appropriate use of University names and marks to ensure that the institution is promoted positively and that the products meet quality standards.

Procedures:

1. Any individual, business, or organization interested in using the University name, nicknames, abbreviations, logos, seal, mascots, slogans, etc. should contact the Office of University Relations.
2. A copy of the intended design and the product on which it is to be displayed must be submitted to the Director of University Relations for review and approval.
3. Anyone planning to purchase goods or services incorporating the University name or other symbols should confirm that the vendor is an authorized licensee.
4. If appropriate, a licensing agreement will be executed between the University licensing agent and the individual, business, or organization.

Agenda Item E.4.d.
Exhibit G

5. In special instances, such as a limited distribution of an item that will not be sold for profit, licensing may be waived.
6. Licensing guidelines and authorized licensee lists may be obtained from the Office of University Relations.
7. Additional procedures for using University symbols and related information can be found in *Graphic Standards Guidelines*, available in the Office of University Relations.

RESOLUTION ON COMMITMENT TO DIVERSITY

WHEREAS, the formation of a University/Community Task Force on Diversity recognizes the human diversity that is our strength in the Mahoning Valley; and

WHEREAS, the Task Force was comprised of community leaders and University faculty, staff, and students, representing various races, ethnicities, religions, genders, sexual orientations, ages, and physical abilities; and

WHEREAS, the University recognizes that the challenge ahead is to prepare students and the institution for a future in which the diversity of our communities and institutions is recognized as an important resource; and

WHEREAS, the Task Force developed a Plan of Action that focuses on University and Community efforts to bring diverse groups of people together and to foster educational, economic, and social opportunity for all citizens in the Mahoning Valley;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the report entitled "Commitment to Diversity," shown as Exhibit H attached hereto.



RESOLUTION ON COMMITMENT TO DIVERSITY

WHEREAS, the University/Community Task Force on Diversity was formed by the University President on November 5, 1998, to provide leadership and direction for future activities; and

WHEREAS, the formation of a University/Community Task Force on Diversity recognizes the human diversity that is our strength in the Mahoning Valley; and

WHEREAS, the Task Force was comprised of community leaders and University faculty, staff, and students, representing various races, ethnicities, religions, genders, sexual orientations, ages, and physical abilities; and

WHEREAS, the University recognizes that the challenge ahead is to prepare students and the institution for a future in which the diversity of our communities and institutions is recognized as an important resource; and

WHEREAS, the Task Force developed a Plan of Action that focuses on University and Community efforts to bring diverse groups of people together and to foster educational, economic, and social opportunity for all citizens in the Mahoning Valley;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the report entitled "Commitment to Diversity," shown as Exhibit H attached hereto.

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.5.b.



Expression of Appreciation

The members of the Task Force on Diversity came together in an effort to address their mutual interests for human dignity and equality for all. Collectively, they contributed hundreds of hours to discuss and deliberate ways in which YSU and the community could strengthen their commitment to diversity. The University and Community are indebted to those listed below for their vision and commitment to make diversity a shared community strength. We are most appreciative of their efforts to help all of us shape a new future:

Bill V. Miller	Oss Gordon	Adh-Dhart Abdul Khasid
Frank Miller	Elaine B. Graves	Darryl Adams
Willie Oliver	Slivia J. Hyte	Nancy Bate
Barbara C. Orr	Jonathan Jackson	Robert J. Beebe
Joyce Pogany	Elaine Jacobs	Al J. Bright
Yasmin Rasheed	Clara M. Jennings	Robert Bush
Jennifer Roller	Robert Lisano	Leslie H. Cochran
Mollie Seals	Julian Madison	Jocelyn Colvin
Jana Smith	Kimberly Manganti	Thomas S. Conley
Griff Thomas	Joseph Mansky	Debra Crawford
Eloise Trina	Benjamin L. McGee	Bernie Cummins
Adam Trynka	Anne M. McMahon	Robert I. Faulkner
Kelvin E. Turner	Jennifer Miller	Suzanne Fleming
Marcia Rose Walker	Ronald Miller	Joseph L. Moses
Florence Wang		

COMMITMENT TO DIVERSITY

Youngstown State University
Community Task Force
on Diversity Report

August 1999

Agenda Item E.5.b.
Exhibit H

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Adh-Dharr Abdul Khaaliq	Otis Gordon	Bill V. Mullen
Darryl Adams	Elaine B. Greaves	Frank Muller
Shareef Ali	Tamica Green	Carl Nunziato
Nancy Bare	Silvia J. Hyre	Willie Oliver
Robert J. Beebe	Jonathan Jackson	Barbara C. Orton
Al L. Bright	Elaine Jacobs	Joyce Pogany
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Leslie H. Cochran	Robert Lisotto	Jennifer Roller
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Delores Crawford	Joseph Mansky	Griff Thomas
Bernie Cummins	Benjamin L. McGee	Eloise Traina
Jean Engle	Anne M. McMahon	Adam Trzynka
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Robert L. Faulkner	Ronald Miller	Marcia Rose Walker
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COMMITMENT TO DIVERSITY

As a nation, we must focus on creating a more perfect union through the development of a better understanding of the diverse nature of our society. This premise lies at the heart of a joint university/community effort to recognize the human diversity that is our strength in the Mahoning Valley.

The challenges faced by Youngstown State University in the area of “diversity” are not unlike those faced by colleges and universities nationwide. While the University of Michigan is often cited as one of the few exceptions, the record of most colleges and universities on diversity is poor. Despite efforts in recent years, YSU has yet to embrace fully the meaning of diversity both in its campus environment and in its relationship with the community. Progress has been made in terms of process and procedures, but still there is much to be accomplished. The University must play a pivotal role, too, if the community is to reach its fullest potential as a diverse society. Collaborative efforts are needed to create a sense of community where all citizens are equally valued and accepted.

The members of the task force are community leaders and University faculty, staff, and students. They represent various races, ethnicities, religions, genders, sexual orientations, ages, and physical abilities. The group has drawn upon these differences to provide direction for the University and the community it serves. Diversity is its strength as it is the strength of our community.

The first group effort was to define diversity, as follows:

As people interact with one another, they develop and exchange a diverse set of identities. These identities—including, among others, gender, race, ethnicity, culture, sexual orientation, religion, varying physical and mental abilities, class, age, education, profession, and regional identity—carry socially constructed meaning and value. Each of us brings multiple identities to the organizations and communities of which we are a part, forming a mosaic that allows us to retain our individuality while contributing to collective purposes and achievements.

The health and well-being of any society depends on its members appreciating the entire mosaic of which they are a part. We need to actively oppose all discriminatory practices and to develop and support organizations that reflect and empower diverse perspectives.

YSU seeks to work in collaboration with the larger community of which it is a part to provide leadership in the attainment of these goals and to foster educational, economic, and social opportunity for all citizens of our community.

DIVERSITY PLAN OF ACTION

The Task Force on Diversity initiated its work with the acknowledgement that it is not uncommon for such groups to produce extensive recommendations that generate little change. While most reports are written with great care, represent the excitement of the participants, and express strong commitments, they are commonly plagued with several pitfalls—recommendations must be approved, membership commitment is lost, support structures are not in place, etc.

To circumvent these and other implementation shortcomings, the Task Force on Diversity was conceived with different assumptions. First, the role and planned direction of the Task Force was shared with the YSU Board of Trustees to ensure, in advance, their commitment and endorsement. Second, an interactive process was established so that preliminary Task Force recommendations were referred back to the various campus committees/councils for discussion. Third, recommendations were translated into specific actions. Finally, these outcomes and necessary implementation structure were approved by the University President and referred back to the Task Force for refinement.

The plan of action that follows requires no additional review or approval. The necessary commitments have been made, structures have been created, strategies and actions have been detailed, and evaluation and review mechanisms have been put in place. The lone task that remains is for the campus/community leadership to move forward with the implementation of the plan. This action assumes a broad-based commitment from various individuals and groups to ensure the success of the six distinct, but interrelated, diversity plan components that focus on

- Administrative commitment and support
- Community-based interaction
- University academic enhancements
- University employment practices
- University diversity improvements
- University student recruitment and retention

Administrative Commitment and Support

One of the most critical ingredients to ensure success of the diversity plan of action is a sustaining commitment of the University Board of Trustees and the strong, assertive leadership of the University President. These qualities are particularly important over the next few years as a new president assumes overall campus leadership. The compelling nature of the diversity challenge demands a sustained commitment from all segments of the campus. Similarly, the implementation of the various support structures and training will be crucial to the institutional effort to produce systemic change in the campus culture.

Board of Trustees. In September 1999, the Board of Trustees approved a resolution officially affirming its commitment to the short-term action and long-range strategies delineated in this report. The commitment of the YSU Board of Trustees to embrace and endorse the institution's expanded diversity initiative was fundamental to the creation of the Task Force on Diversity. Likewise, it is critically important to maintain this level of interest and increase the level of commitment in the years ahead to the principles of diversity.

Each year the Board's Equal Opportunity Committee will assess the institution's objectives and actions to ensure sustained progress toward the identified diversity goals. Copies of this report and other support materials will also be shared with new Board members so they can become fully apprised of the role of the Board in ensuring fulfillment of the diversity plan of action. In addition, on a regular basis, reports, articles and other pertinent diversity materials will be shared with all Board members so they can become familiar with changes and issues being addressed on statewide and national levels. A special effort will regularly be made to engage Board members in campus training sessions and other activities designed to increase awareness and appreciation of the values of a diverse campus environment.

Presidential Leadership. The University president's leadership role is fundamental to the success of the existing diversity plan of action and its successors. The expanded effort as described in this report was initiated by the outgoing president with the full awareness that the issues embodied in this phase were so sensitive that it was unlikely that the new president would be able to initiate such a process. It was recognized that it would be much easier for the incoming president to maintain and expand the diversity focus. Further, it was acknowledged that, if delayed, a new commitment to diversity would likely have to compete with other agendas that would be before the campus and new president in the years ahead.

In 1999-2000 academic year, the support structures essential to sustain the University's commitment to diversity began to be put in place. This includes the creation of a University/Community Diversity Council, University Diversity Council, the Office of Diversity Activities, the Coordinator of Diversity Activities, and a series of new initiatives detailed throughout this report. A section focused on diversity goals and objectives will be integrated into each of the University's divisional annual objectives. Additionally, each executive and administrative officer (provost, vice presidents, deans, and executive directors) will be asked to describe specific diversity actions that will be annually assessed. The review of these priorities will have a direct impact on their annual performance/merit evaluations.

It is expected that future presidents will provide more than symbolic leadership of the University's expanded diversity commitment. The community needs strong leadership and a spokesperson willing to advocate the virtues of human dignity and the human capacity of all. On campus, diversity issues need to be placed at the forefront of the institution's agenda for the future. Budgets supporting diversity initiatives will need to be increased. Commitments made at all levels will need to be made part of the life of the University. Training programs will need additional attention. And, most importantly, the institution will need to learn how to transform its diversity into an organizational strength.

Office of Diversity Activities. The Office of Diversity Activities will serve as the primary institutional agent to promote, advocate, and evaluate diversity-related issues and agendas. The diversity commitment must be shared by all, and the responsibility for actual program implementation must be extended to all segments of the campus. However, the Office will serve as a clearinghouse and point of coordination and communication for all diversity-related activities.

The purpose of the Office of Diversity Activities is to advance diversity and promote a positive climate for differences of race, gender, sexual orientation, religion, age, and physical ability on campus and in the community. The Office is being created in an effort to foster meaningful relations between the University and the varied populations it serves, with the long-range goal of preparing YSU students who can be effective leaders and productive citizens in the culturally-diverse twenty-first century. As new issues and challenges arise, a listing of communication channels will be made available to University administrators, faculty, staff, students, and community members and leaders so responses and initiatives can be promoted in an effective manner.

The Office of Diversity Activities is designed to promote the vision of equity and social justice, addressing the mission of the University and reflecting the diversity of the community. The Office will serve an integral role in supporting academic program initiatives, developing and implementing special diversity programs, projects and cultural events; influencing institutional policy; fostering faculty, staff, and student recruitment, retention and development activities; and serving as a liaison with external corporate, public, and private organizations.

Coordinator of Diversity Activities. The Coordinator of Diversity Activities position was first included in the 1999-2000 budget. The coordinator will report directly to the President and be responsible for the overall implementation and evaluation of the diversity plan of action. More specifically, the position description for the coordinator includes the following charge:

- Assist the University community in the preparation and implementation of diversity and multicultural awareness programs; serve as a clearinghouse for issues related to diversity and multiculturalism for the University; and work collaboratively and in conjunction with the urban community to promote understanding of and support for diversity in the University.
- Provide leadership and direction in support of campus diversity initiatives; serve as a resource for faculty, staff, and students. Coordinate leadership training and facilitate interaction with various groups and campus organizations. Assist with the implementation of diversity programs by providing integrated support services and developmental programs.
- Provide pro-active campus-wide leadership in the area of diversity. Recommend institutional policy, procedures, priorities, and practices. Provide advice and support for academic program and curriculum initiatives. Develop and implement special programs, projects, and events in conjunction with the multicultural and adult learner coordinators in the Center for Student Progress; student groups representing various races, nationalities, sexual and gender orientation; and the Office of Disability Services.
- Work with various University units to develop model diversity programs.
- Provide assistance, recommendations, and plans for the fostering of faculty, staff, and student recruitment, retention, and development activities.
- Provide leadership to college and department diversity committees in planning and programming initiatives. In concert with the Training and Development Unit, develop and conduct training programs for employees and students in areas related to diversity.

- Actively seek and apply for grants and external funding focused on the enhancement of an understanding and respect for diversity issues.

University Diversity Council. The University Diversity Council will serve as the institution's primary forum for the open discussion of diversity-related issues. The Council will be chaired by the President, and the Coordinator of Diversity Activities will serve as the Council's secretary. The Council will be composed of the following:

- 6 - Faculty members appointed by the corresponding college deans
- 5 - Two staff members appointed by each of the Youngstown State University Association of Classified Employees and Youngstown State University Association of Professional/Administrative Staff presidents and one member by the Fraternal Order of Police of Ohio, Inc. director
- 3 - Students appointed by the Student Government President
- 5 - Community, alumni, and staff members appointed by the President

To ensure continuity, the primary source of initial appointees will be from the members of the Task Force on Diversity. Staggered term appointments of one to three years will be made. Additional individuals may be involved in the work of the Council through its subcommittee structure.

The charge to the Council will be to 1) promote open dialogue among students, faculty, staff, and community members, 2) monitor the implementation of the diversity plan of action, 3) develop recommendations and other diversity projects, and 4) conduct an annual assessment of diversity activities that is submitted to the University community.

Diversity Training and Development. One of the critically important functions of the University is to provide comprehensive training and development activities for all of its employees. A long-term goal must be that every employee becomes fully cognizant and supportive of a diverse campus environment. Idealistic as this may seem, it is important that the University make sustained progress toward this goal. It is anticipated that some time in the future diversity training will be an expectation for all. In the diverse multicultural world of this next century, every employee and citizen of our community will need to understand, appreciate, and support what may now seem, by some, to be aggressive moves toward creating a diverse learning/working environment.

As a starting point, the Training and Development unit will be asked to develop a broad array of activities designed to enhance the diversity awareness of all employees. Orientation programs for new employees will incorporate the principles conveyed in diversity sensitivity training for all employees. The Diversity Certificate component of the new Employee Certification Program will need to be expanded. Likewise, the diversity component of the new

General Education Requirement will need sustained attention. As these initiatives evolve, the University Diversity Council will annually evaluate the success of these efforts and detail specific programs/activities that need to be implemented.

Community-Based Interaction

While it is expected that the University will commit most of its energy and resources to addressing internal diversity issues, it is paramount that individuals within the University community assume an expanded community leadership role. The University needs to create structures and support activities that foster open dialogue, discussion, and activities. The University needs to serve as a catalyst to stimulate openness to individuals different from one's daily acquaintances. It needs to create programs and provide services that extend the educational opportunity of all citizens in the community.

University/Community Diversity Council. The University/Community Diversity Council will serve as the formal interface between the University and the Community. The Council will be co-chaired by the YSU President and a community representative and will meet at least quarterly. The University Coordinator of Diversity Activities will serve as the Council's secretary. The primary purpose of the Council is to serve as an open forum to discuss diversity issues that affect the community and the University. In more specific terms, the Council's charge is to:

- Define, develop, and maintain diversity connections between the Community and the University.
- Promote collaboration, cooperation, and partnering activities to employ or use resources for the betterment of the community.
- Broaden the community's knowledge of diversity opportunities by serving as a clearinghouse for information.
- Make recommendations for change and expand leadership in promoting constructive diversity agendas.
- Monitor, evaluate, and recommend University/community-based plans and actions.
- Annually, assess and evaluate progress made toward achieving the goals of diversity, and issue a report to the expanded community.

Initially, the primary membership of the Council will include members of the Task Force on Diversity. Appointees will serve staggered-term appointments of one to three years. The composition of the Council will be representative of those identified in the definition of

diversity, with balanced representation from the business, education, public/government, religions, and social sectors. The twenty-member Council will have five representatives each from Mahoning and Trumbull Counties, Youngstown State University, and collectively the counties of Columbiana, Lawrence and Mercer. The level of involvement with the Council will be extended through the use of subcommittees and special task forces.

University-Sponsored Community Activities. Annually, the University currently provides literally hundreds of activities, programs, and services to various community agencies, groups, and individuals. Most of these activities serve as a natural extension of the program specialties, institutional capabilities, and individual competencies present on campus. There are currently a few programs, however, that place a special emphasis on diversity. For example, the Williamson College of Business Administration co-sponsors the Partners for Workplace Diversity initiatives, including educational and training workshops, the "Diversity Works" week each fall, and the diversity track of the Human Resource Conference each spring. The YSU Foundation funds the Minority Internship Program. The Department of Materials Management (Purchasing) regularly conducts minority vendor sessions. In addition, the Division of Student Affairs hosts the Multicultural Expo, Hispanic Awareness Week, and the newly funded Multicultural Film Series. The University is actively involved in the "Partners for Workplace Diversity" initiative in the Mahoning Valley community. To build upon and expand these successes, the University will initiate six new outreach efforts over the next two years:

1. The deans in each of the academic colleges will form at least one Faculty Diversity Team to work as volunteer groups in the area schools on the development of educational programs relating to matters of diversity.
2. The Office of University Relations, in concert with area media representatives, will form a Diversity Communications Committee to create a network approach to promoting and highlighting diversity issues, events, and activities.
3. The Office of Diversity Activities will create a diversity-oriented communications network (e-mail, mailing lists, etc.) of community groups, social agencies, and religious centers so YSU information, programs, and services can be shared on a regular basis.
4. The Metropolitan College, in cooperation with local AARP chapters, will form a seniors advisory committee to plan an expanded "Senior Lecture Series," that can be scheduled on campus and at the various Metro sites in the community.
5. The Office of Diversity Activities, in cooperation with campus and community groups, will establish and sponsor a Community Diversity Program Series to be held at various off-campus locations.

6. The Office of University Relations will compile and distribute a directory of faculty, staff, and students willing to speak, volunteer, or work with individuals on various diversity-oriented activities.

University Academic Enhancements

One of the challenges faced by universities nationwide is how to enhance the cultural and diversity awareness of their faculty. Most faculty pride themselves on their openness to diverse professional ideas. Many faculty have shaped their courses and their departmental programs to include a diversity of ideas and approaches to learning. Some faculty, however, have narrow personal views that impede their relationships with colleagues, students, and staff members. These views also impede their effectiveness in the teaching and learning processes. Faculty may, for example, lack a clear understanding of diversity and its impact on courses and curricula. During the last few years, the composition of the YSU faculty has changed significantly, and critical changes have been made to broaden and bring greater diversity to the curriculum and to co-curricular activities.

The suggestions that follow build on recent efforts and are presented as a means to take the next step in achieving a more diverse academic setting.

General Improvements

- All faculty should understand the implications of diversity for curricula and classrooms.

Action: Implement faculty development workshops focused on diversity and its relationship to academic disciplines and the profession of college teaching.

- There is a need for new courses in the curriculum to address diversity as an academic subject.

Action: Develop new General Education electives and revise other courses in the curriculum to include diversity.

- Diversity is often studied in University classrooms but not always practiced or learned through direct experience.

Action: Create additional “interactive” courses that require students to engage in experience-based learning connected to diversity.

- Diversity activities associated with the curriculum do not always extend beyond the campus.

Action: Encourage faculty to create “community service” projects related to diversity in courses across the curriculum.

- Students do not know where to look for courses with a focus on diversity or instructors with specific expertise in multiculturalism or diversity.

Action: Identify courses with a diversity focus in the catalogue and course bulletin and publish a directory of faculty specifically interested in diversity issues.

Program Enhancements

- Discussion about diversity programs stressed a need for increased institutional support and program visibility.

Action: Increase the University financial commitment to integrating the concept of diversity across the curriculum and, as part of this process, to programs and centers concentrating on diversity. These would include Africana Studies, Women’s Studies, American Studies, the Center for International Studies and Programs, and the Center for Working-Class Studies.

Action: Increase the interaction of freestanding programs and centers focused on diversity. This could be facilitated by the new Coordinator of Diversity Activities.

Action: Encourage Africana Studies program to be more student-focused and increase its cultural programming through lectures, films, readings, and other events.

Action: Engage a wider range of faculty representing more diverse perspectives to teach courses in the Africana Studies program.

Action: Enlist a wider range of faculty to teach courses in the Women’s Studies program.

Action: Encourage all University departments and programs to develop courses for cross-listing with interdisciplinary programs focused on matters of diversity.

Action: Explore the development and implementation of new “area studies” relevant to diversity. These could include International Studies, Gay and Lesbian Studies, Asian-American Studies, Latino/Latina Studies, and Ethnic Studies.

Majors and Minors

- Relatively few students choose to major or minor at present in subjects that place heavy emphasis on diversity.

Action: Programs like Africana Studies and Women’s Studies might consider offering “certificates” of competency in addition to majors and minors.

Action: The University needs to develop a better mechanism to track minors. Students should be encouraged to declare a minor earlier in their career, perhaps by the end of their sophomore year.

Action: Programs like Africana Studies and Women’s Studies should seek to promote and encourage students to minor in their area.

Action: Majors like Africana Studies and Women’s Studies should develop internships that provide experience for students focused on the trend toward multiculturalism in the workplace.

Teacher-Student Interaction

- Students note that classroom protocols and the interaction of faculty and students are often shaped by issues of diversity. Students need to feel that courses, syllabi, and curricula are developed and implemented to meet their needs, including their needs relative to diversity.

Action: The Center for Teaching and Learning should develop workshops for faculty regarding “student-centered” classrooms and learning that respond to diversity among students. These workshops could focus on:

- How to broaden the repertoire of teaching methods to address various learning styles.

- How to establish a classroom environment that emphasizes respect, fairness, and equity.
- How to invite and implement student ideas about curriculum, syllabus planning, and teaching.
- How to encourage and include student perspectives in the classroom.

Action: Faculty should be encouraged to address in their syllabi how their courses will meet the following objective included on the teaching evaluation: "This course created an inclusive classroom that communicated value for individuals and their differences (e.g. race, culture, gender, etc.)."

University Employment Practices

One of the critically important aspects of any commitment to diversity deals with the employment practices of the organization. During the 1990's, YSU aggressively moved to integrate affirmative action practices into all segments of the University. National searches were instituted for all faculty and upper-level administrative positions. Appropriate regional and local search procedures were instituted for all other full- and half-time positions. Advertisements, announcements, and all promotional efforts were revised to embrace appropriately the institution's commitment to a more diverse workforce. While progress has been made in the employment of women, particularly in the faculty and administrative leadership levels, the changes in the overall composition of the University workforce have been relatively modest.

To enhance the process, in the next year the University will:

- Add a page link on the University Website to an Employment Opportunities section which will list all position vacancies by title, brief description, contact person, and application deadlines.
- Expand the network with local minority-oriented agencies, groups, and individuals to disseminate all job announcements.
- Increase the distribution and use of state/national workforce utilization data so University employing units will have a better understanding of various state and national comparisons.

- Expand the distribution lists of position vacancies to counterpart minority groups, publications, newsletters, etc., in Cleveland and Pittsburgh.
- Increase the use of various list serves that focus on minorities and minority employment opportunities.

University Diversity Improvements

While in the past the University effectively served the needs of many in the community, it did not reach out and embrace all segments of the larger community. For the future, the ability of the institution to be more inclusive will be critical to the success of the Valley.

Change comes slowly, particularly when the changes are affected by the personal values and views of those in the organization. To create a more inclusive environment, the University must implement strategies that are comprehensive, systemic, and long-range. At the same time, it is recognized that short-term goals must be established. These initial steps must be identifiable, accomplishable, and measurable. Over the next three years, it is planned that action will be taken in the following areas.

Create Better Awareness of Existing Diversity Efforts. During the past several years, the University has initiated programs and services designed to assist those with diverse backgrounds. While many of these efforts have been highly effective, their impact has sometimes been limited. Significant effort must be made to expand the awareness and applicability of these programs and services. Among these efforts are the following:

- University Relations, in concert with AARP chapters and other groups, will promote the new trams available to shuttle individuals around campus.
- More extensive use will be made of the **Jambar** in promoting diversity activities.
- The new child care services provided by Wee-Care in Fedor Hall will be specifically promoted across campus.
- The Director of Administrative Services will create a Campus Accessibility Committee, composed by students, staff, faculty, and community members, to advise on the expenditure of accessibility funds (roughly \$150,000 annually).
- The campus marquees and the electronic signboards to be installed in Kilcawley Center will include messages and announcements about diversity activities.

- University Relations will lead a campus-wide effort to ensure that the language of publications and other print materials is inclusive.
- University Relations will ensure that various calendars identify all cultural religious observations.
- The Office of Student Life will expand its efforts to inform students about the purpose and use of grievance procedures for students.

Expand/Improve Diversity-Oriented Programs. The need to offer new diversity-oriented programs/services and improve others is obvious. It is recognized that this must be a phased process, so proper attention can be given to the quality and effectiveness of the activities. The following are needed:

- The Office of Diversity Activities, in concert with various campus units, will develop a series of diversity-oriented events, workshops, and seminars.
- The Enrollment Management unit, in cooperation with University Relations, will implement an expanded adult recruitment plan in fall 1999.
- The Office of Diversity Activities, in concert with Student Life, will develop programs that expose students to various cultures and social orientations.
- The Office of Student Life will sponsor the "Safe Place Program," designed to educate the campus community on Gay/Lesbian issues and also provide a safe atmosphere for LGBT (Lesbian, Gay, Bisexual, Transgender) students.
- Various units, ranging from Food Services to International Studies, will be encouraged to promote special events like Diversity Week, Hispanic Awareness Week, etc.

Improve Communication About Diversity Activities. With the attention being focused on diversity, it is important that the communication process be more inclusive. Likewise, the audiences receiving communication need to be greatly expanded.

- The Office of University Relations will expand all communication lists, channels, etc. to be more inclusive of the various segments of the community.
- The Office of Student Affairs will add a Diversity Page on the YSU Website to promote diversity-related events on campus.

- The Office of Student Affairs will expand the emphasis given to campus diversity in student orientation and recruitment materials/activities.
- The Office of Diversity Activities, in concert with Student Government, will create a Diversity Calendar to list all diversity activities for the term.
- The Office of Enrollment Management will include information about diversity-related events as part of SOLAR for on-line registration.
- The Office of Diversity Activities will create a campus-wide "Diversity Listserv" sending out weekly or daily e-mails on diversity-related events to all subscribers.

Extend Diversity Training Activities. Training and development is in its infancy on campus. While this unit is new, diversity training has been established as one of its three major priority areas (along with quality/customer service and computer technology). The diversity-training program must assist individuals throughout the campus in creating a better appreciation and acceptance of the role of diversity in a contemporary learning environment.

- The Training and Development unit and the Center for Teaching and Learning will create, in concert with other campus groups/individuals, a series of diversity-oriented workshops and training sessions.
- The Office of Student Affairs will explore the feasibility of developing a diversity certificate for student organizations.
 - A diversity training unit will be added to the student orientation program.
- The Office of Diversity Activities, in concert with University Relations, will publish guides to assist individuals in their personal efforts to be more sensitive and accepting of the differences on campus.
- Student Government should establish an annual diversity-training program for student organization leaders.
- The Office of Diversity Activities, in concert with University Relations, will establish a language sensitivity program designed to sensitize faculty, staff, and students to various forms of discriminatory language.

University Student Recruitment and Retention

Student recruitment and retention has been a major institutional priority for the last several years. Admittedly, much of this effort has focused on building new structures and upgrading dated procedures. While the minimal efforts of the past have been totally updated and professionalized, most of the recruitment effort and retention strategies have only been in place for a few years. Similarly, those efforts focused solely on minority recruitment have been in place for a short time.

Community-Based Recruitment Actions

- The multicultural recruiter will connect with community organizations (e.g., Community Action Council, O.C.C.H.A., Urban League, Associated Neighborhood Centers), churches, and youth groups. A special emphasis will be placed on the area churches. *(A current initiative. Target date for special emphasis - Fall 1999. A representative group from area multicultural churches will be asked to provide direction on the best ways to implement this initiative.)*
- Recruitment, mentoring, and educational programs will be held at area agencies, during regular meeting hours of the community organizations (e.g., Campfire Girls, Girl Scouts and Boy Scouts of America, the Boys and Girls Clubs, and O.C.C.H.A.). *(A current initiative. A publication of nonprofit organizations, contact people, and meeting times will be helpful. Once an overall plan is established, letters will be sent offering speakers and programs. Target date: Summer 1999)*
- Educational programming will be incorporated into the College of Education G.O.E. program. *(Target date to be determined in collaboration with Dean of Education.)*
- Current community-based programs that include educational components will be identified. This information will then identify opportunities for YSU student volunteer work as tutors and mentors. *(A student intern will assist in coordinating information about the community-based programs. Programs interested in providing volunteer opportunities for YSU students will be listed in a "Resource Guide." Student organizations such as University Scholars, sororities, fraternities, as well as academic programs with volunteer requirements, will be contacted with the information. Most student internships take place during the regular academic year. Target date: Fall 1999)*

K-12 Recruitment Actions

- Multicultural YSU faculty, staff, and students will be invited to visit the targeted area schools. *(A Resource Guide listing multicultural faculty, staff, and students willing and available to visit schools will be published and distributed to the area schools and community agencies. Realistically, it will take at least one quarter to gather this information. Target date: Winter 1999)*
- Theater and concert tickets will be made available to students for programs that will expose them to the arts. *(The College of Fine and Performing Arts will take responsibility for this initiative. Target date: Fall 1999)*
- Tickets to athletic events will be made available to students in the targeted schools. *(Perhaps competitions can be held for these tickets within the schools.) Previously initiated. Target date: 1999-2000 Academic Years.)*
- Achievements and accomplishments of multicultural YSU students will be highlighted in school newspapers, in area publications, on the radio, and on the television. One writer in the Office of University Relations will be assigned this initiative as a major portion of his/her responsibility. *(A student intern will be assigned this responsibility. A student majoring in marketing has already been identified. Hopefully, a Professional Writing and Editing major will be identified. Target date: Fall 1999).*
- Various high schools will be invited to the campus individually for special programs that will include multicultural faculty and staff members. For example, a "Rayen Day" will be held on campus. *(The Office of University Recruitment and Admissions will work collaboratively with the faculty members from each of the high schools. There may be a preference for different formats for each of these schools; i.e., some may want to bring senior students – some junior students. Others may want a combination or may only want college-bound students to attend. The Fall and Spring Quarters are usually the best of this type of activity simply because of the weather. Target date: Fall 1999 and Spring 2000)*

Chaney High School

Cardinal Mooney High School

Farrell Senior High School

Kennedy Christian High School

The Rayen High School

Sharon Senior High School

Ursuline High School

Warren G. Harding High School

Wilson High School

- “YSU Information Nights” will be held at the ACOP (Warren) Hagstrom House, O.C.C.H.A. Youth Center, and the McGuffey Center. *(The Office of Undergraduate Recruitment and Admissions and the Office of Financial Aid and Scholarships will organize these events. Current YSU multicultural students will be asked to assist and attend the information sessions. Student organizations will also be available to inform prospective students of the availability of campus activities and organizations. Traditionally, Information Nights have the best attendance during the Winter Quarter. Target date: February 1999 – or during Winter Quarter 1999)*
- High School bands will be invited to perform at YSU football games and basketball games. *(The Office of Special Events will coordinate this initiative with the Department of Intercollegiate Athletics. Target date: 1999-2000 academic year)*
- School counselors from the targeted schools will refer potential students to our Office of Undergraduate Recruitment and Admissions. Students and parents will be invited to a campus visit. *(Current initiatives include three informational open houses. Our Office of Admissions will give these students more individualized tours. An open house is held each quarter of the academic year. Target date: Fall, Winter, and Spring 1999-2000)*
- Job fairs held on campus will feature successful minority alumni and information on job placement of YSU graduates. *(The Career Services Job Fair is scheduled for February 2000. Target date: February 2000)*
- Successful multicultural alumni will be used in the recruitment process and special meetings may be arranged with alumni and current students. *(The YSU Alumni Association can be very helpful with this initiative. It will take at least a quarter – maybe longer – to identify willing and available alums. Once identified, they can easily be used in the current recruitment process – as speakers, counselors, tour guides, professional contact people, etc. Target date: Spring 2000)*
- Multicultural student achievements will be highlighted in publications, advertisements, newsletters, and a multicultural recruitment publication. *(Previously initiated. Target date: Fall 1999)*
- Workshops and seminars on diversity sensitivity, quality service, and user-friendly attitudes will be help on campus and employees required to attend. *(This is an overall initiative assigned to each of the four University divisions.)*

Campus-Based Retention Actions

- The notion of "provisional acceptance" for at-risk students will be explored. These students would be given additional support beyond what is currently being done in the Center for Student Progress. *(Currently being discussed)*
- Student Council representatives from targeted schools will be invited to YSU Student Government meetings. Hopefully, events will be co-sponsored by these groups. *(This initiative has been previously discussed. A new group of Student Government representatives will be identified beginning May 20, 1999.)*

K-12 Actions

- Parent involvement will be encouraged through an increase in parent correspondence from the University. *(Parents will be encouraged to participate in University events through open houses and special invitations to campus. This will most likely be initiated from the Center for Student Progress. Target date: Fall 1999)*
- The concept of a Parents' Advisory Council will be explored in order to improve communication of educational opportunity to parents. *(Currently being discussed)*
- Career counseling programs will be held in the targeted schools and at certain community agencies. *(Counselors from the Office of Career Services will contact targeted schools for speaking opportunities. Target date: 1999-2000 academic year)*
- Collaborative grant writing will be encouraged between the targeted schools and the University. *(Currently being discussed)*

THE CHALLENGE AHEAD

Diversity in higher education cannot be viewed as a problem that is in need of a solution. It is apparent that engaging diversity provides an opportunity to attend to many issues which have long needed attention—teaching and learning, curriculum, assessment, campus-community connections, climate, student success, and advising, among others. Diversity on campus impels the University to prepare students and the institution for a future in which the diversity of our communities and institutions is recognized as an important resource. Diversity on campus is multi-dimensional. Many different groups and issues fall under the umbrella of diversity, each with its own unique history and context within higher education. But diversity is not about the needs of one or another group competing for scarce resources. It is about purposeful and effective designs for supporting all students' educational achievements. It is an integral component of the mission and purpose of the institution, and is essential to whether our institution will be positioned to educate all students to live, work, and excel in a complex and pluralistic society.

In producing this report, task force members recognized that the actions and recommendations represent a first step. It is critical that the changes, councils, positions, and processes implemented over the next few years serve only as “building blocks” for the future. Others on campus and in the community are encouraged to integrate these initiatives and directions in the various matters that foster the overall goals of diversity. The entire community must find ways to better appreciate, accept, and make the best use of our differences. Through an effective commitment to these goals, diversity can emerge as a strength.

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TASK FORCE ON DIVERSITY

The Task Force on Diversity was formed by the University President on November 5, 1998. The University/Community group was formed to provide leadership and direction for future activities.

Purpose, Charge, and Procedure

1. Identify institutional and community challenges that must be effectively addressed so the campus and community can more freely use its diversity as a strength.
2. Delineate means and approaches that will strengthen educational processes so academic programs, learning experiences, and other community and university activities can more effectively address issues related to the diversity of our society.
3. Chart short-term initiatives and long-range actions that will make systemic changes in the manner in which the campus and community address and respond to diversity issues.

It was agreed that the task force would meet once a month. Eleven members volunteered to serve on a steering committee that would hold brainstorming sessions to identify discussion topics for the full task force. Areas of focus were on race and ethnicity, campus environment, recruitment and retention of multicultural students, curriculum and programs, and issues/concerns regarding age, sexual orientation, religion, and disability.

The theme throughout our discussions has been finding ways to make the campus a more inclusive educational environment in which all participants are equally welcome, equally valued, and equally heard.

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**RESOLUTION TO APPROVE
SEXUAL HARASSMENT POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Sexual Harassment, policy number 2003.01 of the *University Guidebook*, and does hereby rescind the attached former corresponding Article III, Section 29 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit I attached hereto.

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.5.c.



UNIVERSITY GUIDEBOOK

Subject: Sexual Harassment

Developed by: Barbara C. Orton	Authorized by: G. L. Mears
Title: Director Equal Opportunity & Disability Services	Title: Executive Vice President
Date: June, 1999	EFFECTIVE:

Policy: The University recognizes that sexual harassment is inappropriate conduct and does not tolerate such behavior. To foster an environment free of sexual harassment, educational programs and training are provided and an internal complaint procedure is maintained. Further, individuals found in violation of this policy will be subject to disciplinary action.

RESOLUTION NUMBER: YR 2000

Purpose:

The purpose of this policy is to establish a strong commitment to prohibit sexual harassment and establish a procedure for investigating and resolving internal complaints of sexual harassment. The sexual harassment procedures are designed to aid in the process of educating members of the University community, serve as a means of preventing sexual harassment, and promptly and fairly respond to alleged incidents of sexual harassment.

Scope:

- Any individual in the University community may lodge a complaint against any other member of the University community, or any other individual acting on behalf of the University.
- University community includes, but is not limited to, faculty, staff, students, members of the Board of Trustees, campus visitors, and contractual employees working on the campus.
- The Director, Office of Equal Opportunity and Disability Services serves as the coordinator for the administration and compliance of this policy.



Definition of Sexual Harassment:

Sexual harassment is a form of sex discrimination that represents unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may occur when:

- Submission to that conduct is made either explicitly or implicitly a term or condition of an individual's education, employment, or involvement in University-related activities;
- Submission to or rejection of such conduct by an individual is used as a component for academic, employment, or activities-involvement decisions affecting that individual;
- The conduct has the purpose or effect of substantially interfering with an individual's curricular, co-curricular, or work performance or creating an intimidating, hostile, or offensive educational, employment, or on-campus living environment.

Examples of inappropriate conduct which may constitute sexual harassment include, but are not limited to, the following, when such acts or behaviors come within one of the above definitions:

- Either explicitly or implicitly conditioning any term of education, employment, or involvement in University-related activities on the provision of sexual favors;
- Touching or grabbing a sexual part of an individual's body;
- Continuing to ask an individual to socialize on- or off-campus when that person has indicated no interest in such activity;
- Displaying or transmitting sexually suggestive language, pictures, objects, cartoons, or posters;
- Writing sexually suggestive notes or letters;
- Referring to or calling a person a sexually oriented name;
- Telling sexual jokes or using sexually vulgar or explicit language;
- Derogatory or provoking remarks about or relating to an individual's sex or sexual orientation;

- Harassing acts or behavior directed against a person on the basis of an individual's sex or sexual orientation;
- Off-campus conduct which falls within the above definition and affects the individual's on-campus environment.

Guiding Principles:

- All members of the University community are responsible for compliance with this policy. All University supervisory personnel have a responsibility to discourage and eliminate conduct inconsistent with this policy.
- Sexual harassment concerns can often be resolved informally and directly by the individual claiming harassment and the alleged harasser. When such resolution is not possible, the procedures provided in this policy should be followed.
- Employees are encouraged to utilize the internal review process before pursuing external remedies.
- Members of the University community shall not engage in retaliation against an individual for seeking advice regarding a sexual harassment matter, good faith reporting of sexual harassment, or participating in the investigation of sexual harassment. (Retaliation includes, but is not limited to, unfair grading, unfair performance evaluation, withholding information important to an individual's employee or student status, oral or written threats or bribes, and ridicule.)
- Complaints of sexual harassment and the resulting proceedings will be kept confidential by all individuals involved in the reporting, mediation or investigation process, to the extent possible under law.
- It is expected that the complainant, the alleged harasser, and all potential witnesses will fully cooperate throughout the review process.
- Sanctions may be imposed against any individual who knowingly makes false accusations of sexual harassment.
- Consensual romantic and sexual relationships between supervisor and employee or between faculty and student may result in personal liability.

- Records resulting from the mediation or investigation process will be maintained by the Office of Equal Opportunity and Disability Services in accordance with records retention schedules and will not be maintained in personnel files or student files unless part of formal disciplinary action.
- Intent generally is not relevant to determining if sexual harassment has occurred, i.e., the fact that someone did not intend to sexually harass an individual is no defense to a complaint of sexual harassment.

Education:

- Education is essential to foster an environment free from sexual harassment. The primary objectives to be achieved through education are:
 - a. encouraging appropriate behavior when interacting with other individuals;
 - b. ensuring individuals are aware of their rights and the definitions of sexual harassment;
 - c. alerting the University community about prohibited conduct and the unacceptability and illegality of sexual harassment; and
 - d. informing individuals of the available methods for addressing complaints of sexual harassment.
- Educational programs consistent with these objectives will be developed and conducted by Training and Development in the Office of Human Resources, in conjunction with the Office of Equal Opportunity and Disability Services.
- The sexual harassment policy and procedures will appear in the *University Bulletins* and will be reproduced in pamphlet form for distribution to the University community. The pamphlet will be included in orientation materials for all new members of the University community. Reminders of the policy and procedures will also be periodically circulated.

Procedures :

1. Members of the University community believing they are the subjects of sexual harassment have the right to file an oral or written complaint. Prompt reporting is strongly encouraged. Any supervisor or department chairperson who receives a harassment complaint should notify the Office of Equal Opportunity and Disability Services.

2. Complaints may be filed with the Office of Equal Opportunity and Disability Services (2002 Jones Hall, 330.742.3370). The Director, Office of Equal Opportunity and Disability Services is also available to discuss concerns and questions and to provide information about sexual harassment and how a complaint is filed. (Procedures for complaints of discrimination, other than sexual harassment, are found at 2001.01.)
3. Complaints involving members of the Office of Equal Opportunity and Disability Services may be filed with the Executive Vice President or designee.
4. Upon receipt of a complaint, the allegation will be investigated by the Director of Equal Opportunity and Disability Services (Executive Vice President or designee) in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances. Investigation will include a private interview with the person filing the complaint (an advisor may also attend). Other persons that may have relevant knowledge regarding the complaint may also be interviewed. The person alleged to have engaged in inappropriate conduct will also be interviewed (an advisor may also attend). Once completed, written results of the investigation will be shared, to the extent appropriate, with the person filing the complaint and the person alleged to have committed the conduct.
5. If it is determined that inappropriate conduct has occurred, prompt reasonable action will be initiated to protect the complainant from further offending conduct and retaliation, and when appropriate, disciplinary action will be taken against the person who committed the conduct.
 - a. If it is determined that a University employee has engaged in inappropriate conduct, disciplinary action ranging from counseling to termination of employment will be taken.
 - b. If it is determined that inappropriate conduct has been committed by a student, disciplinary action will be taken in accord with *The Code of Student Rights, Responsibilities, and Conduct (The Code)*.
6. If the involvement of the Director, Office of Equal Opportunity and Disability Services, poses a perceived or real conflict of interest at any stage in the resolution of a sexual harassment complaint, such conflict of interest shall be reported in writing to the Executive Vice President. If the Executive Vice President determines a conflict exists, the Executive Vice President will appoint an alternative University representative to conduct the investigation of the complaint.

Appeal:

Employees covered by collective bargaining should refer to their respective agreement. All other employees should refer to 7024.01 Administrative Appeal Process – Exempt Employees.

NOTE: In addition to the above, any person alleging sexual harassment may file a formal complaint with either or both of the following governmental agencies:

- The United States Equal Employment Opportunity Commission (EEOC).
- The Ohio Civil Rights Commission.

EXISTING POLICY - TO BE RESCINDED

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, education, or living environment.

The President shall designate persons responsible for the administration of this policy and shall develop and disseminate information concerning procedures available to individuals who believe they have suffered sexual harassment.

Deans, directors, department chairpersons, and department heads are directed to take appropriate steps to disseminate this policy statement and to inform students and employees of procedures for lodging complaints.

Section 29. Sexual Harassment

It is the policy of Youngstown State University that no member of the University community shall sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

- 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, education, or living environment.

The President shall designate persons responsible for the administration of this policy and shall develop and disseminate information concerning procedures available to individuals who believe they have suffered sexual harassment.

Deans, directors, department chairpersons, and department heads are directed to take appropriate steps to disseminate this policy statement and to inform students and employees of procedures for lodging complaints.

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1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.



**RESOLUTION TO APPROVE
INTERCOLLEGIATE ATHLETICS PROGRAMS –
STUDENT ATHLETES POLICY**

Subject: Intercollegiate Athletics Programs - Student Athletes

Developed by: James F. Jresch
Title: Executive Director
Intercollegiate Athletics
Date: May 1999
Author: L. Scott H. Conrath
Title: President
EFFECTIVE:

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Intercollegiate Athletics Programs – Student Athletes, policy number 6003.01 of the *University Guidebook*, and does hereby rescind a portion of the former corresponding Article VIII, Section 14, and Appendix J of the *Policies of the Board of Trustees of Youngstown State University*, shown as Exhibit J attached hereto.

The primary objective of the intercollegiate athletics programs is to promote the physical, emotional, and educational welfare of student athletes.

Utilizing prudent management and fiscal practices, intercollegiate athletics provides student athletes with opportunities for competition as an integral part of their quality educational experience.

Student athletes are offered a variety of support services, including academic counseling, tutorial services, personal counseling, and substance abuse education and testing.

Procedures:

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.6.a.

The Executive Director of Intercollegiate Athletics is responsible for preparing and distributing the YSU Student Athlete Handbook.



UNIVERSITY GUIDEBOOK



Subject: Intercollegiate Athletics Programs - Student Athletes

Developed by:	James P. Tressel	Authorized by:	Leslie H. Cochran
Title:	Executive Director Intercollegiate Athletics	Title:	President
Date:	May, 1999	EFFECTIVE:	

Policy: In conjunction with the mission and goals of Youngstown State University, intercollegiate athletics offers broad-based programs that: support the educational objectives and academic progress of student athletes; comply with the regulations of the National Collegiate Athletic Association (NCAA) and University affiliated intercollegiate athletic conferences; and accommodates the institution's intercollegiate athletic competitive interests of students while providing spectator events of interest to students, faculty, staff, and members of the broader community.

RESOLUTION NUMBER: YR 2000

Parameters:

- Both academic and athletic abilities are considered during the student athletic recruitment process.
- The primary objective of the intercollegiate athletics programs is to promote the physical, emotional, and educational welfare of student athletes.
- Utilizing prudent management and fiscal practices, intercollegiate athletics provides student athletes with opportunities for competition as an integral part of their quality educational experience.
- Student athletes are offered a variety of support services, including academic counseling, tutorial services, personal counseling, and substance abuse education and testing.

Procedures:

1. The Department of Intercollegiate Athletics is responsible for developing, updating, and distributing the *YSU Student Athlete Handbook*.
2. The Executive Director of Intercollegiate Athletics will meet regularly with the Student Athletes Advisory Committee to discuss areas of interest and concern.

ARTICLE
~~III~~
IX

Section 14. Intercollegiate Athletic Teams

14.1 The University shall maintain existing major revenue producing intercollegiate athletic teams in basketball and football at a level defined by the National Collegiate Athletic Association as Division I and Division IAA status, respectively; and, shall develop such programs in accordance with this policy objective to achieve levels of competitive regional prominence. The University shall also maintain such other non-revenue producing intercollegiate athletic teams and shall develop the same to such levels of competitive proficiency as deemed necessary in the best interests of the University;

14.2 The University shall establish and administer personnel practices which attract and maintain competent, qualified and experienced athletic coaching and/or administrative personnel;

14.3 The University shall maintain a program of student-athletic recruitment which reflects the degree of competitive prominence which the University aspires to achieve in accordance with existing divisional classification levels of the National Collegiate Athletic Association; and

14.4 The University shall furnish suitable facilities and equipment and provide such other support in furtherance of this policy objective as it deemed reasonably necessary.

14.5 All of the above shall be accomplished within a framework that recognizes the University's commitment to the NCAA's principles of fair play and amateur athletic competition, the physical welfare of our student-athletes, the academic success of our student-athletes, and the clear linkage of our intercollegiate athletic program to the educational mission of the University.

14.6 The tier system of funding for all the active sports programs at Youngstown State University shall be as follows: Tier I sports are to be funded at 100% of NCAA grant-in-aid limitations; Tier II up to 75% of NCAA maximums; and Tier III sports up to 50% of NCAA allowable scholarships. Program goals and improvements within each sport in terms of staffing, scheduling, and operating budgets shall reflect their respective scholarship level support.

STUDENT-ATHLETE RIGHTS AND RESPONSIBILITIES

I. SCOPE

- A. Every student who participates in intercollegiate athletics, and is so designated by the coach, becomes a member of a team. By accepting this privilege of team membership, the student-athlete is responsible for conducting himself/herself in a manner that does not discredit the University, the Department of Intercollegiate Athletics, teammates, or himself/herself. The student-athlete must conduct himself/herself in a sportsmanlike manner as a representative of Youngstown State University.
- B. Each student-athlete must comply with:
1. University rules and regulations as found in the Code of Student Rights, Responsibilities, and Conduct hereinafter referred to as Code.
 2. Rules governing academic eligibility as established by Youngstown State University, National Collegiate Athletic Association (NCAA), the Ohio Valley Conference (OVC), or other appropriate governing bodies.
 3. All other rules and regulations for student-athletic conduct as established by the head coach for the sport in which the student-athlete participates, and the Department of Intercollegiate Athletics. These rules will be written and available in the Athletic Director's Office.
- C. The Code and the rules regarding the NCAA, OVC, or other appropriate governing bodies are on file and available in the office of the Director of Athletics and may also be obtained from the head coach of each sport.
- D. If a student-athlete is dismissed from a team, no athletic scholarship previously awarded said student-athlete shall be effected by this procedure.
- E. By declaring himself/herself a candidate for team membership the student-athlete assumes the following responsibilities in addition to his/her regular responsibilities as a student.

II. STUDENT-ATHLETE RESPONSIBILITIES

- A. The student-athlete must annually earn the privilege of becoming a member of the team. The student-athlete is subject to the training rules and other regulations pertaining to his/her particular sport(s), as established and published by the head coach and the Athletic Department.
- B. Each head coach will inform the student-athlete involved on his/her squad of expectations relating to training rules. The coach and team members should come to an understanding about any issues relating to training rules. The establishment of these rules does not set the limits as to the coach's authority to coach a student-athlete. Coaching involves establishing standards, expectations, and goals which are fair and reasonable; and the student-athlete's acceptance of and agreement to adhere to them.
- C. Each student-athlete is responsible for having read and being familiar with these rules and regulations.
- D. A student-athlete is a public figure and his/her conduct, both on and off the field/court, reflects on himself/herself, his/her teammates, his/her coaches, and the institution. For this reason he/she is expected to conduct himself/herself in a manner that remains above reproach.

III. INFRACTIONS OF RULES

- A. Failure to comply with any of the athletic responsibilities may subject the student-athlete to disciplinary actions imposed by a coach. These sanctions may include being denied the privilege of participation in varsity competition.
- B. Failure to comply with any regulation regarding academic responsibility such as, but not limited to maintaining academic eligibility and making progress toward a degree in the program of studies selected, will subject the student-athlete to possible sanctions as provided for in the University Bulletin, NCAA Constitution and Bylaws and OVC Regulations. Enforcement of these academic eligibility requirements is initiated by the Athletic Director.
- C. Failure to comply with any rule regarding conduct responsibility will subject the student-athlete to possible sanctions provided for in Article V of the Code. Allegations of a violation of these rules shall be

processed in accordance with the procedures established in Article V, Due Process and Disciplinary Procedures of the Code.

IV. PROCEDURE FOR APPEALING ATHLETIC DISCIPLINARY ACTION

A. The student-athlete is encouraged to maintain a continuing dialogue with his/her coaches in order to aid in the informal resolution of problems involving discipline sanctions.

B. Disciplinary actions or sanctions that result in dismissal of a student-athlete from the team in a procedure other than a complaint processed through the provisions of the Code may be appealed as hereinafter provided.

1. The first step is for the student-athlete to appeal to the head coach of the sport involved. This appeal may be presented orally or in writing. If the head coach sustains the action being appealed, he shall within five school days of receiving said appeal deliver to the student-athlete a written statement explaining the sanction imposed; i.e., dismissal from the team, and the reason therefor.

2. If the student-athlete is not satisfied with the results of his appeal to the head coach, he/she may appeal to the Athletic Director. This appeal may be made orally or in writing.

3. Within five school days of receiving said appeal, the Athletic Director or in his/her absence, the Assistant Athletic Director, will meet with the student-athlete to permit the student-athlete to present any statements or facts he/she believes to be pertinent.

4. The Athletic Director or in his/her absence, the Assistant Athletic Director, shall give the student-athlete a written statement of his/her decision regarding the student-athlete's appeal within five school days following the meeting of the Athletic Director and the student-athlete.

5. If the student-athlete is not satisfied with the decision of the Athletic Director, he/she may within five school days appeal in writing to the Athletic Council. Within five school days of receipt of the written appeal, the Chairman of the Athletic Council shall set a hearing date mutually convenient to the student-athlete, coach, and members of the Council.

6. Within five school days of the close of the hearing the Athletic Council shall make in writing its recommendation to the Associate Vice President-Public Services.
7. Within five school days of the receipt of the recommendation of the Athletic Council the Associate Vice President-Public Services shall adopt and follow, modify or reject the recommendations of the Athletic Council. The Associate Vice President-Public Services shall within said time period notify in writing the student-athlete, the Athletic Council, the Athletic Director and the involved coach of the decision reached and the action to be taken to give effect to said decision.

C. Hearing Procedure

1. All hearings and meetings are considered confidential and closed to the public.
2. The student-athlete may have an advisor of his/her choice at any hearing. The advisor may participate in the hearing only when recognized by the chair.
3. The following are guidelines for conducting the appeal hearing:
 - a. The chair shall call the meeting to order and introduce the principals.
 - b. The chair reminds all principals that there shall be a separation of the witnesses.
 - c. The chair will only permit questions and information that are pertinent to the incident which resulted in the dismissal.
 - d. The chair shall ask the coach who issued the dismissal to present his/her case either written, orally, or both, and call his/her support witnesses.
 - e. The chair shall ask the student-athlete to present his/her rationale for the appeal, either written, orally, or both, and call his/her supporting witnesses.
 - f. The chair shall ask for any concluding remarks.
 - g. Immediately following the closing of the hearing, the chair shall conduct the deliberation in

closed session. The decision will be determined by majority vote. A written decision will be provided to all principals within five school days of the hearing.

Within five school days of the receipt of the recommendation of the Athletic Council the Associate Vice President-Public Services shall adopt and follow, modify or reject the recommendations of the Athletic Council. The Associate Vice President-Public Services shall within said time period notify in writing the student-athlete, the Athletic Council, the Athletic Director and the involved coach of the decision reached and the action to be taken to give effect to said decision.

Hearing Procedures

1. All hearings and meetings are considered confidential and closed to the public.
2. The student-athlete may have an advisor of his/her choice at any hearing. The advisor may participate in the hearing only when recognized by the chair.
3. The following are guidelines for conducting the appeal hearing:
 - a. The chair shall call the meeting to order and introduce the principals.
 - b. The chair reminds all principals that there shall be a separation of the witnesses.
 - c. The chair will only permit questions and information that are pertinent to the incident which resulted in the dismissal.
 - d. The chair shall ask the coach who issued the dismissal to present his/her case either written, orally, or both, and call his/her supporting witnesses.
 - e. The chair shall ask the student-athlete to present his/her rationale for the appeal, either written, orally, or both, and call his/her supporting witnesses.
 - f. The chair shall ask for any concluding remarks.
 - g. Immediately following the closing of the hearing the chair shall conduct the deliberation.



**RESOLUTION TO APPROVE
INTERCOLLEGIATE ATHLETICS PROGRAMS -
MANAGEMENT POLICY**



Subject: Intercollegiate Athletics Programs - Management

Developed by: James P. Trezise
Title: Executive Director
Intercollegiate Athletics
Date: May, 1999
Authorized by: Leslie H. Cochran
Title: President
EFFECTIVE

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Intercollegiate Athletics Programs - Management, policy number 6003.02 of the *University Guidebook*, and does hereby rescind a portion of the former corresponding Article VIII, Section 14, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit K attached hereto.

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.6.b.



UNIVERSITY GUIDEBOOK



Subject: Intercollegiate Athletics Programs - Management

Developed by: James P. Tressel	Authorized by: Leslie H. Cochran
Title: Executive Director Intercollegiate Athletics	Title: President
Date: May, 1999	EFFECTIVE:

Policy: In conjunction with the mission and goals of Youngstown State University, intercollegiate athletics offers broad-based programs that: support the educational objectives and academic progress of student athletes; comply with the regulations of the National Collegiate Athletic Association (NCAA) and University affiliated intercollegiate athletic conferences; and accommodates the institution's intercollegiate athletic competitive interests of students while providing spectator events of interest to students, faculty, staff, and members of the broader community.

RESOLUTION NUMBER: YR 2000

Parameters:

- The Department of Intercollegiate Athletics maintains revenue-producing teams in men's and women's basketball at the NCAA Division I level and men's football at Division I-AA level.
- A variety of Olympic intercollegiate athletic men's and women's teams are also maintained.
- Each of the intercollegiate athletic teams and staff members exercise ethical conduct and support the principles of amateur athletic competition, fair play, and sportsmanship, and follow the NCAA goals regarding gender equity and minority opportunity.
- The Department of Intercollegiate Athletics is responsible for generating sufficient income to meet the grant-in-aid requirements of all intercollegiate athletic teams.
- All fiscal matters, including fund raising, are conducted in accordance with applicable NCAA, conference, and University policies and procedures.
- Intercollegiate athletic programs are conducted using prudent management and fiscal practices which provide student athletes with adequate opportunities for competition as an integral part of a quality educational experience.

Section 14. Intercollegiate Athletic Teams

Procedures:

1. All fund raising activities are conducted in cooperation with the Office of University Development and the Development Council (see Fund Raising - 5004.01).
2. The Department of Intercollegiate Athletics submits a schedule of fund raising activities at the annual Development Council scheduling meeting.

ARTICLE
XIV
14.1

14.2 The University shall establish and administer personnel practices which attract and maintain competent, qualified and experienced athletic coaching and/or administrative personnel;

14.3 The University shall maintain a program of student-athletic recruitment which reflects the degree of competitive prominence which the University aspires to achieve in accordance with existing divisions classification levels of the National Collegiate Athletic Association; and

14.4 The University shall furnish suitable facilities and equipment and provide such other support in furtherance of this policy objective as it deemed reasonably necessary.

14.5 All of the above shall be accomplished within a framework that recognizes the University's commitment to the NCAA's principles of fair play and amateur athletic competition, the physical welfare of our student-athletes, the academic success of our student-athletes, and the clear linkage of our intercollegiate athletic program to the educational mission of the University.

14.6 The tier system of funding for all the active sports programs at Youngstown State University shall be as follows: Tier I sports are to be funded at 100% of NCAA grant-in-aid limitations; Tier II up to 75% of NCAA maximums; and Tier III sports up to 50% of NCAA maximums. Program goals and improvements within each sport in terms of staffing, scheduling, and operating budgets shall reflect their respective scholarship level support.

NUMBER
20.000
PAGE 2 of 2

ARTICLE
IX

Section 14. Intercollegiate Athletic Teams

- 14.1 The University shall maintain existing major revenue producing intercollegiate athletic teams in basketball and football at a level defined by the National Collegiate Athletic Association as Division I and Division IAA status, respectively; and, shall develop such programs in accordance with this policy objective to achieve levels of competitive regional prominence. The University shall also maintain such other non-revenue producing intercollegiate athletic teams and shall develop the same to such levels of competitive proficiency as deemed necessary in the best interests of the University;
- 14.2 The University shall establish and administer personnel practices which attract and maintain competent, qualified and experienced athletic coaching and/or administrative personnel;
- 14.3 The University shall maintain a program of student-athletic recruitment which reflects the degree of competitive prominence which the University aspires to achieve in accordance with existing divisional classification levels of the National Collegiate Athletic Association; and
- 14.4 The University shall furnish suitable facilities and equipment and provide such other support in furtherance of this policy objective as it deemed reasonably necessary.
- 14.5 All of the above shall be accomplished within a framework that recognizes the University's commitment to the NCAA's principles of fair play and amateur athletic competition, the physical welfare of our student-athletes, the academic success of our student-athletes, and the clear linkage of our intercollegiate athletic program to the educational mission of the University.
- 14.6 The tier system of funding for all the active sports programs at Youngstown State University shall be as follows: Tier I sports are to be funded at 100% of NCAA grant-in-aid limitations; Tier II up to 75% of NCAA maximums; and Tier III sports up to 50% of NCAA allowable scholarships. Program goals and improvements within each sport in terms of staffing, scheduling, and operating budgets shall reflect their respective scholarship level support.



**RESOLUTION TO APPROVE
INTERCOLLEGIATE ATHLETICS PROGRAMS -
CONFERENCE AND NCAA COMPLIANCE POLICY**

Subject: Intercollegiate Athletics Programs - Conference and NCAA Compliance

Developed by: James P. Trosel
Executive Director
Title:
Approved by: Leslie H. Coakley
President
Title:

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Intercollegiate Athletics Programs - Conference and NCAA Compliance, policy number 6003.03 of the *University Guidebook*, and does hereby rescind a portion of the former corresponding Article VIII, Section 14, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit L attached hereto.

The President has overall responsibility for the administration of all aspects of the intercollegiate athletics program of the University.

The Executive Director of Intercollegiate Athletics has been delegated the overall accountability for the Intercollegiate Athletics Program and its compliance with all conference and NCAA regulations.

The Associate Executive Director of Intercollegiate Athletics is delegated the responsibility for the development, maintenance, and management of conference and NCAA compliance programs.

Compliance with conference and NCAA regulations is a primary responsibility of coaches, departmental staff, student athletes, parents, boosters, and others associated with the Department of Intercollegiate Athletics.

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.6.c.

Members of the University community are expected to be familiar with the regulations (see Intercollegiate Athletics Programs - Institutional Regulations for Compliance with Conference and NCAA Regulations - 6003.04).

The effectiveness of the compliance programs will be evaluated on a regular basis.



UNIVERSITY GUIDEBOOK



Subject: **Intercollegiate Athletics Programs - Conference and NCAA Compliance**

Developed by: James P. Tressel
Title: Executive Director
Intercollegiate Athletics
Date: May, 1999

Authorized by: Leslie H. Cochran
Title: President

EFFECTIVE:

Policy: In conjunction with the mission and goals of Youngstown State University, intercollegiate athletics offers broad-based programs that: support the educational objectives and academic progress of student athletes; comply with the regulations of the National Collegiate Athletic Association (NCAA) and University affiliated intercollegiate athletic conferences; and accommodates the institution's intercollegiate athletic competitive interests of students while providing spectator events of interest to students, faculty, staff, and members of the broader community.

RESOLUTION NUMBER: YR 2000

Parameters:

- The President has overall responsibility for the administration of all aspects of the intercollegiate athletics program of the University.
- The Executive Director of Intercollegiate Athletics has been delegated the overall accountability for the Intercollegiate Athletics Program and its compliance with all conference and NCAA regulations.
- The Associate Executive Director of Intercollegiate Athletics is delegated the responsibility for the development, maintenance, and management of conference and NCAA compliance programs.
- Compliance with conference and NCAA regulations is a primary responsibility of coaches, departmental staff, student athletes, parents, boosters, and others associated with the Department of Intercollegiate Athletics.
- Members of the University community are expected to follow conference and NCAA regulations (see Intercollegiate Athletics Programs - Institutional Responsibility for Compliance with Conference and NCAA Regulations - 6003.04).
- The effectiveness of the compliance programs will be evaluated on a regular basis.

Section 14. Intercollegiate Athletic Teams

Procedures:

1. The Associate Executive Director of Intercollegiate Athletics has a direct reporting line to the President in matters of NCAA rule compliance.
2. In cooperation with the Vice President for Development and Community Affairs, the Executive Director of Intercollegiate Athletics reports quarterly to the Intercollegiate Athletics Committee of the Board of Trustees.
3. The Faculty Athletics Representative provides, on a regular basis, academic progress reports for student athletes to the department chairpersons.
4. The Intercollegiate Athletics Advisory Committee reviews, on a regular basis, Intercollegiate Athletics regulations and procedures.

ARTICLE
XIV
14.3

14.3 The University shall maintain a program of student-athletic recruitment which reflects the degree of competitive prominence which the University desires to achieve in accordance with existing divisions classification levels of the National Collegiate Athletic Association; and

14.4 The University shall furnish suitable facilities and equipment and provide such other support in furtherance of this policy objective as it deemed reasonably necessary

14.5 All of the above shall be accomplished within a framework that recognizes the University's commitment to the NCAA's principles of fair play and amateur athletic competition, the physical welfare of our student-athletes, the academic success of our student-athletes, and the clear linkage of our intercollegiate athletic program to the educational mission of the University.

14.6 The tier system of funding for all the active sports programs at Youngstown State University shall be as follows: Tier I sports are to be funded at 100% of NCAA grant-in-aid limitations; Tier II up to 75% of NCAA maximums; and Tier III sports up to 50% of NCAA maximums; and program goals and improvements within each sport in terms of staffing, scheduling, and operating budgets shall reflect their respective scholarship level support.

NUMBER
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PAGE 2 OF 3

✓ Section 14. Intercollegiate Athletic Teams

ARTICLE
~~IX~~
IX

- 14.1 The University shall maintain existing major revenue producing intercollegiate athletic teams in basketball and football at a level defined by the National Collegiate Athletic Association as Division I and Division IAA status, respectively; and, shall develop such programs in accordance with this policy objective to achieve levels of competitive regional prominence. The University shall also maintain such other non-revenue producing intercollegiate athletic teams and shall develop the same to such levels of competitive proficiency as deemed necessary in the best interests of the University;
- 14.2 The University shall establish and administer personnel practices which attract and maintain competent, qualified and experienced athletic coaching and/or administrative personnel;
- 14.3 The University shall maintain a program of student-athletic recruitment which reflects the degree of competitive prominence which the University aspires to achieve in accordance with existing divisional classification levels of the National Collegiate Athletic Association; and
- 14.4 The University shall furnish suitable facilities and equipment and provide such other support in furtherance of this policy objective as it deemed reasonably necessary.
- 14.5 All of the above shall be accomplished within a framework that recognizes the University's commitment to the NCAA's principles of fair play and amateur athletic competition, the physical welfare of our student-athletes, the academic success of our student-athletes, and the clear linkage of our intercollegiate athletic program to the educational mission of the University.
- 14.6 The tier system of funding for all the active sports programs at Youngstown State University shall be as follows: Tier I sports are to be funded at 100% of NCAA grant-in-aid limitations; Tier II up to 75% of NCAA maximums; and Tier III sports up to 50% of NCAA allowable scholarships. Program goals and improvements within each sport in terms of staffing, scheduling, and operating budgets shall reflect their respective scholarship level support.



**RESOLUTION TO APPROVE
INTERCOLLEGIATE ATHLETICS PROGRAMS -
INSTITUTIONAL RESPONSIBILITY FOR
COMPLIANCE WITH CONFERENCE AND
NCAA REGULATIONS POLICY**

Subject: Inter- Institutional Responsibility
for Compliance with Conference and NCAA Regulations

Developed by: James F. Tressel
Title: Executive Director
Intercollegiate Athletics
Date: May, 1999
Authorized by: Leslie H. Cochran
Title: President
EFFECTIVE:

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Intercollegiate Athletics Programs - Institutional Responsibility for Compliance with Conference and NCAA Regulations, policy number 6003.04 of the *University Guidebook*, and does hereby rescind a portion of the former corresponding Article VIII, Section 14, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit M attached hereto.

- The Associate Executive Director of Intercollegiate Athletics has responsibility for developing, maintaining, and managing conference and NCAA compliance programs.
- All University faculty and staff having any contact with student athletes are expected to follow conference and NCAA regulations and to be aware of the compliance programs of the Department of Intercollegiate Athletics.

Procedures:

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.6.d.



UNIVERSITY GUIDEBOOK



Subject: **Intercollegiate Athletics Programs - Institutional Responsibility for Compliance with Conference and NCAA Regulations**

Developed by: James P. Tressel
 Title: Executive Director
 Intercollegiate Athletics
 Date: May, 1999

Authorized by: Leslie H. Cochran
 Title: President
EFFECTIVE:

Policy: In conjunction with the mission and goals of Youngstown State University, intercollegiate athletics offers broad-based programs that: support the educational objectives and academic progress of student athletes; comply with the regulations of the National Collegiate Athletic Association (NCAA) and University affiliated intercollegiate athletic conferences; and accommodates the institution's intercollegiate athletic competitive interests of students while providing spectator events of interest to students, faculty, staff, and members of the broader community.

RESOLUTION NUMBER: YR 2000

Parameters:

- The overall accountability for the Intercollegiate Athletics Program and its compliance with all conference and NCAA regulations rests with the Executive Director of Intercollegiate Athletics and the entire Department of Intercollegiate Athletics.
- The Associate Executive Director of Intercollegiate Athletics has responsibility for developing, maintaining, and managing conference and NCAA compliance programs.
- All University faculty and staff having any contact with student athletes are expected to follow conference and NCAA regulations and to be aware of the compliance programs of the Department of Intercollegiate Athletics.

Procedures:

1. The Associate Executive Director of Intercollegiate Athletics will routinely transmit the conference and NCAA compliance programs to all faculty, staff, and other interested parties, including boosters.

RESOLUTION TO APPROVE

- Individual faculty and staff members having contact with student athletes are expected to become aware of the conference and NCAA compliance programs and may contact the Associate Executive Director of Intercollegiate Athletics, or designee, for clarification or interpretation.

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Contract - Coach in Intercollegiate Athletics, policy number 7016.02 of the University Guidebook, and does hereby rescind the former corresponding Article III, Section 17.3. of the Policies of the Board of Trustees of Youngstown State University, and Resolution YR 1993-21, shown as Exhibit N attached hereto.



**RESOLUTION TO APPROVE
CONTRACTS - COACHES IN
INTERCOLLEGIATE ATHLETICS POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Contracts - Coach in Intercollegiate Athletics, policy number 7016.02 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 17.3, of the *Policies of the Board of Trustees of Youngstown State University*, and Resolution YR 1993-51, shown as Exhibit N attached hereto.



UNIVERSITY GUIDEBOOK

Subject: Contracts - Coaches in Intercollegiate Athletics

Developed by:	Jean R. Wainio	Authorized by:	Leslie H. Cochran
Title:	Interim Executive Director Human Resources	Title:	President
Date:	June, 1999	EFFECTIVE:	

Policy: Executive and administrative officers and designated professional/administrative staff may receive multiple-year contracts of employment. Following performance evaluation and review, such contracts may be renewed.

RESOLUTION NUMBER: YR 1999 - 110/2000

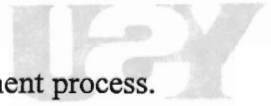
Parameters:

- Intercollegiate Athletics coaches in all sports are professional/administrative staff.
- Contracts of Intercollegiate Athletics head coaches are negotiated at the time of selection.
- Contracts of all coaches of fall term sports will terminate on the last day of February, contracts of coaches of men's and women's basketball will terminate on April 30, and contracts of spring term sports will terminate on June 30.
- When it is in the best interest of the University, the President, upon the recommendation of the Vice President for Development and Community Affairs and the Executive Director of Intercollegiate Athletics, may present other appointment plans for specific coaches to the Personnel Relations Committee of the Board of Trustees.

Procedures

1. The term of the initial contract offered to a coach will be determined during the recruitment and selection process.
2. All head coaches are evaluated annually by the Executive Director of Intercollegiate Athletics, or designee, and contracts may be renewed through negotiation.

UNIVERSITY GUIDEBOOK



- 3. Contract term can be modified through the use of the regular appointment process.
- 4. All head coaches annually evaluate their assistants and submit their recommendations to the Executive Director of Intercollegiate Athletics.

Subject: Contracts - Coaches

Date:	June, 1999
Title:	Interim Executive Director
Developed by:	Jean R. Wainio
Authorized by:	Leslie H. Cochran
Title:	President
EFFECTIVE:	

Policy: Executive and administrative officers and designated professional/administrative staff may receive multiple-year contracts of employment. Following performance evaluation and review, such contracts may be renewed.

RESOLUTION NUMBER: YR 1999 - 1102000

Parameters:

Intercollegiate Athletics coaches in all sports are professional/administrative staff.

Contracts of Intercollegiate Athletics head coaches are negotiated at the time of selection.

Contracts of all coaches of fall term sports will terminate on the last day of February, contracts of coaches of men's and women's basketball will terminate on April 30, and contracts of spring term sports will terminate on June 30.

When it is in the best interest of the University, the President, upon the recommendation of the Vice President for Development and Community Affairs and the Executive Director of Intercollegiate Athletics, may present other appointment plans for specific coaches to the Personnel Relations Committee of the Board of Trustees.

Procedures

The term of the initial contract offered to a coach will be determined during the recruitment and selection process.

- 5. All head coaches are evaluated annually by the Executive Director of Intercollegiate Athletics, or designee, and contracts may be renewed through negotiation.

EXISTING POLICY—TO BE RESCINDED

Resolution Concerning Terms and Conditions
of Employment for Certain
Professional/Administrative Positions

1983-84

WHEREAS, it is deemed advisable to modify
employment conditions and terms of contracts
for certain professional/administrative posi-
tions in order to improve the University's
ability to promote or attract and retain
highly qualified persons.

17.3 Eligibility for Multiple-Year Contracts

New professional administrative staff members hired from outside the University are not eligible for earned faculty rank or tenure. In lieu thereof, persons appointed as vice president, provost, associate or assistant vice president, academic dean, associate or assistant academic dean, and others, as approved by the Board of Trustess, shall receive three-year contracts of employment, renewable at two-year or three-year intervals, following performance evaluation and review. Full-time Head Athletic Coaches shall receive initial contracts of three-years duration, and thereafter, following performance review and evaluation, shall receive contracts with term length as determined by the Board of Trustees.

EXISTING POLICY—TO BE RESCINDED

EXISTING POLICY—TO BE RESCINDED

**Resolution Concerning Terms and Conditions
of Employment for Certain
Professional/Administrative Positions**

YR 1993-51

WHEREAS, it is deemed advisable to modify employment conditions and terms of contracts for certain professional/administrative positions in order to improve the University's ability to promote or attract and retain highly qualified persons.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby amend Section 17.3 of Article III, Policies of the Board of Trustees of Youngstown State University, as included in Exhibit E.

The motion was seconded by Mrs. Atkinson. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Article III. Personnel

17.3 Eligibility for Multiple-Year Contracts

- a. New professional administrative staff members hired from outside the University are not eligible for earned faculty rank or tenure except as provided in this section. In lieu thereof, persons appointed as vice president, provost, associate or assistant provost and vice president, executive director, academic dean, associate or assistant academic dean, and others as approved by the Board of Trustees, may receive three-year contracts of employment, renewable at two-year or three-year intervals, following performance evaluation and review.
- b. The president, provost, vice presidents, associate and assistant provosts and vice presidents, deans, associate and assistant deans MAY shall be appointed with earned faculty rank appropriate to their experience and position, with tenure upon initial appointment, or designated as eligible for EARNED FACULTY RANK AND tenure upon reappointment after three years of service, as determined by the Board of Trustees. If appointment or reappointment is to be with tenure the academic department in which tenure is to reside and the cognizant dean shall receive a curriculum vitae of the person or persons being considered and shall be provided an opportunity to comment in writing on the compatibility of the appointment with the present or future needs of the department; however, the department shall not have the authority to veto a proposed appointment.
- c. Vice presidents, deans and assistant deans WHO WERE APPOINTED TO THESE POSITIONS PRIOR TO JULY 1, 1992, ~~whose multiple year contracts expire June 30, 1992, or June 30, 1993,~~ MAY shall be considered ~~prior to that date~~ for REappointment with earned rank and tenure in conformity with the procedure in 17.3.b.
- d. Full-time head athletic coaches shall receive initial contracts of three-year duration; thereafter, following performance evaluation by the Executive Director of Athletics and the President and review by the Board of Trustees or the Board's Athletic Committee, Head Athletic Coaches shall receive contracts with term length determined by the Board of Trustees. Assistant coaches shall receive contracts of up to one-year upon recommendation of the Head Coach and the Executive Director of Athletics and approval by the President.



**RESOLUTION TO RATIFY
FACULTY/STAFF APPOINTMENTS**

WHEREAS, the *Policies of the Board of Trustees* direct the President to appoint such employees as are necessary to effectively carry out the operation of the University; and

WHEREAS, new appointments have been made subsequent to the June 11, 1999, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1999-2000 Budget and with the University policy on Equal Employment Opportunity;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby ratify and confirm the appointments as listed in Exhibit O attached hereto.

Vice presidents, deans and assistant deans WHO WERE APPOINTED TO THESE POSITIONS PRIOR TO JULY 1, 1992, whose multiple-year contracts expire June 30, 1992, or June 30, 1993, MAY shall be considered ~~for re-appointment~~ for re-appointment with earned rank and tenure in conformity with the procedure in 17.3.d.

Full-time head athletic coaches shall receive initial contracts of three-year duration; thereafter, following performance evaluation by the Executive Director of Athletics and the President and review by the Board of Trustees or the Board's Athletic Committee, Head Athletic Coaches shall receive contracts with term length determined by the Board of Trustees. Assistant coaches shall receive one-year upon recommendation of the Executive Director of Athletics and approval by the Board of Trustees. **Agenda Item E.7.a.**

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

**YOUNGSTOWN STATE UNIVERSITY
SUMMARY OF APPOINTMENTS, PROMOTIONS, AND OTHER PERSONNEL ACTIONS
MAY 1, 1999 - AUGUST 20, 1999**

	FULL-TIME			PART-TIME			TOTALS
	NEW HIRES	REHIRS	PROMOTIONS	NEW HIRES	REHIRS	PROMOTIONS	
FACULTY	14	1	1 ^a	n/a	n/a	n/a	16
PROF/ADMIN	10	0	1	4	46	0	61
EXTERN FUND	1	1	0	2	7	0	11
TOTALS	25	2	2	6	53	0	88

^aNewly appointed chairperson

**Agenda Item E.7.a.
Exhibit O**

УС ОБ УЧЕБНО-МЕТОДИЧЕСКОМ РАБОТНИКЕ
УЧЕБНО-МЕТОДИЧЕСКОМ РАБОТНИКЕ УЧЕБНО-МЕТОДИЧЕСКОМ РАБОТНИКЕ
КОЛЛЕКТИВУ РАБОТНИКОВ КОЛЛЕКТИВУ РАБОТНИКОВ

**YOUNGSTOWN STATE UNIVERSITY
NEW FACULTY APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF AUGUST 20, 1999**

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT		COMMENTS
					MONTHS		
Ms. Margaret L. Briley	Assistant Professor	Teacher Education	09/15/99	\$38,000	9 Mo.		New hire Probationary (1st Year)
Dr. Jacek Fabrykowski	Assistant Professor	Mathematics & Statistics	09/15/99	\$34,700	9 Mo.	0	New hire Probationary (1st Year)
Ms. Suzanne M. Giuffre	Assistant Professor	Physical Therapy	09/15/99	\$52,000	9 Mo.		New hire Probationary (1st Year)
Mr. Jay L. Gordon	Instructor	English	09/15/99	\$30,000	9 Mo.	0	New hire Temporary (1st Year)
Dr. Carl G. Johnston	Assistant Professor	Biological Sciences	09/15/99	\$40,000	9 Mo.		New hire Probationary (1st Year)
Mr. Richard J. Krueger	Assistant Professor	Art	09/15/99	\$38,301	9 Mo.		New hire Probationary (1st Year)
Mr. David G. Kuranich	Assistant Professor	School of Technology	09/15/99	\$45,000	9 Mo.		New hire Probationary (1st Year)
Ms. Suzanne Leson	Instructor	Human Ecology	09/15/99	\$30,600	9 Mo.		New hire Temporary (2nd Year)
Dr. Nicholas Mandrak	Assistant Professor	Biological Sciences	09/15/99	\$40,000	9 Mo.		New hire Probationary (1st Year)
Dr. Don Martin	Chairperson/Associate Professor	Counseling	09/01/99	\$71,617	12 Mo.		New hire Probationary (1st Year)
Dr. Christian Onwudike	Assistant Professor	Criminal Justice	09/15/99	\$37,000	9 Mo.		New hire Probationary (1st Year)
Dr. Maritha Pallante	Chairperson/Associate Professor	History	06/16/99	\$ 9,995	2.5 Mo.		New chair appointment 06/16/99 - 08/31/99

YOUNGSTOWN STATE UNIVERSITY
 NEW FACULTY APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
 AS OF AUGUST 20, 1999

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Dr. Mohammad R. Shayesteh	Assistant Professor	Human Ecology	09/15/99	\$42,000	9 Mo.	Probationary (3rd Year)
Dr. Thelma Silver	Assistant Professor	Social Work	09/15/99	\$38,000	9 Mo.	New hire Probationary (1st Year)
Mr. John Veneskey	Instructor	Dana School of Music	09/15/99	\$27,500	9 Mo.	New hire Temporary (1st Year)
Ms. Misook Yun	Instructor	Dana School of Music	09/15/99	\$29,000	9 Mo.	New hire Temporary (1st Year)
Mr. Gary Szymanski	Assistant Professor	College of Business Administration	09/15/99	\$42,801		Probationary (3rd Year)
Mr. Steven Y. Szymanski	Assistant Professor	College of Business Administration	09/15/99	\$42,801		Probationary (3rd Year)
Mr. Kenneth V. Bondy	Assistant Professor	College of Business Administration	09/15/99	\$42,801		Probationary (3rd Year)
Mr. William M. Bynal	Assistant Professor	College of Business Administration	09/15/99	\$42,801		Probationary (3rd Year)
Dr. George D. Boston	Assistant Professor	College of Business Administration	09/15/99	\$42,801		Probationary (3rd Year)

YOUNGSTOWN STATE UNIVERSITY
 OFFICE OF HUMAN RESOURCES
 100 UNIVERSITY AVENUE, YOUNGSTOWN, OHIO 44681-3999
 TEL: (614) 320-3333 FAX: (614) 320-3334

YOUNGSTOWN STATE UNIVERSITY
NEW PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF AUGUST 20, 1999

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Dr. George D. Beelen	Governmental Relations Liaison	Office of the President	07/01/99	\$30,495 .50 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Mr. Brandon N. Blaney	Assistant Coach, Football	Intercollegiate Athletics	08/01/99	\$ 6,630 .3553 FTE	10 Mo.	Rehire 08/01/99 - 05/31/00
Ms. Kathleen A. Bouquet	Staff Auditor	Internal Audit	07/01/99	\$15,846 .50 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Ms. Christy J. Cameron	Head Coach, Women's Softball	Intercollegiate Athletics	07/12/99	\$26,260 Base:\$26,775	12 Mo.	New hire 07/12/99 -06/30/00
Ms. Lisa Campbell	Academic Advisor	Dean's Office—College of Arts & Sciences	07/01/99	\$15,801 .60 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Ms. Susan Carfalo	Assistant Athletic Academic Counselor	Intercollegiate Athletics	09/15/99	\$ 9,745 .50 FTE	9 Mo.	Rehire 09/15/99 - 06/15/00
Ms. Norma Jean Carney	Program Manager—Metropolitan College	Metropolitan College	07/01/99	\$16,550 .50 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Ms. Maureen Casey	Program Manager—Metropolitan College	Metropolitan College	07/01/99	\$16,550 .50 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Ms. Sandra Elser Cimihero	Coordinator, Summer Festival of the Arts	University Development	07/01/99	\$ 6,400 .50 FTE	6 Mo.	Rehire 07/01/99 - 12/31/99

**YOUNGSTOWN STATE UNIVERSITY
NEW PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF AUGUST 20, 1999**

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Mr. Donald C. Craig	Assistant Coach, Men's and Women's Cross Country & Track and Field	Intercollegiate Athletics	09/01/99	\$ 2,040 0.334 FTE	5 Mo.	Rehire 9/01/99 - 01/31/00
Ms. Angela DeLucia	Assistant to the Director	McDonough Museum of Art	05/06/99	\$ 2,494 .75 FTE	12 Mo.	New hire 05/06/99 - 06/30/99
Mr. Samuel W. Dickey	English Language Institute/English as a Second Language Specialist	Center for International Studies and Programs	07/01/99	\$16,350 .75 FTE Base:\$21,800	12 Mo.	Rehire 07/01/99 - 06/30/00
Ms. Jill Edwards	Coordinator of Housing & Women's Programs	Housing Services	07/01/99	\$26,067	12 Mo.	New hire 7/01/99 - 06/30/00
Mr. Nicholas M. Gavolas	Assistant Coach, Women's Diving	Intercollegiate Athletics	09/01/99	\$ 6,121 .4418 FTE	9 Mo.	Rehire from interim full-time to part-time, 09/01/99 - 05/31/00
Ms. Lenora Greene	Coordinator of the English Language Institute	Center for International Studies and Programs	07/01/99	\$ 8,257 .73 FTE	6 Mo.	Rehire 07/01/99 - 12/31/99
Ms. Karen Henning	Financial Aid Counselor—Federal Programs	Financial Aid & Scholarships	06/21/99	\$24,638 Base:\$23,903	12 Mo.	New hire 06/21/99 - 06/30/00

**YOUNGSTOWN STATE UNIVERSITY
NEW PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF AUGUST 20, 1999**

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Ms. Sharyn L. Hunter	English Language Institute/English as a Second Language Specialist	Center for International Studies and Programs	07/01/99	\$ 4,943 .45 FTE	6 Mo.	Rehire 07/01/99 - 12/31/99
Ms. Martha Hyden	Assistant Athletic Academic Counselor	Intercollegiate Athletics	09/15/99	\$ 3,418 .2031FTE	9 Mo.	Rehire 09/15/99 - 06/15/00
Ms. Andrea D. Jackson	Assistant Coach, Volleyball	Intercollegiate Athletics	08/01/99	\$ 4,591 .258 FTE	9 Mo.	Rehire 08/01/99 - 04/20/00
Mr. Robert Jenkins	Academic Advisor (Temporary)	College of Health & Human Services	07/01/99	\$ 3,277 .75 FTE	2 Mo.	Rehire 07/01/99 - 08/31/99
Mr. Tony Joy	Coordinator of Golf and Head Men's Golf Coach	Intercollegiate Athletics	07/01/99	\$18,360 .75 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Ms. Heather Kama	Housing Coordinator	Housing Services	07/01/99	\$26,067	12 Mo.	New hire 07/01/99 - 06/30/00
Mr. Derek Kellogg	Assistant Coach, Men's Basketball	Intercollegiate Athletics	06/09/99	\$30,469	12 Mo.	New hire 06/09/99 - 04/30/00
Ms. Lisa Kos	Academic Advisor	Beeghly College of Education	08/09/99	\$24,164 Base:\$26,735	12 Mo.	Promotion 08/09/99 - 06/30/00
Ms. Jeannette Kosiorek	Academic Advisor	Dean's Office—College of Engineering & Technology	07/01/99	\$14,168 .50 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Ms. Linda M. Krieger	BS/MD Coordinator	Dean's Office—College of Health & Human Services	07/01/99	\$28,644 .75 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00

**YOUNGSTOWN STATE UNIVERSITY
NEW PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF AUGUST 20, 1999**

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Ms. Maria G. Laine	Academic Advisor	Dean's Office—College of Arts & Sciences	07/01/99	\$28,892 .85 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Mr. Kenneth Layman	Assistant Athletic Trainer/Physical Therapist	Intercollegiate Athletics	09/15/99	\$ 3,083 .26 FTE	6 Mo.	Rehire 09/15/99 - 03/15/00
Ms. Gina M. Lewandowski	English Language Institute/English as a Second Language Specialist	Center for International Studies	08/01/99	\$ 824 .45 FTE	1 Mo.	New hire 08/01/99 - 08/31/99
Mr. Nickiforos Mastorides	Cheerleader Coach	Intercollegiate Athletics	08/01/99	\$ 4,569 .23 FTE	10 Mo.	Rehire 08/01/99 - 05/31/00
Ms. Dianne McFadden	Assistant Coach, Women's Basketball	Intercollegiate Athletics	09/01/99	\$11,380 .59 FTE	9 Mo.	Rehire 09/01/99 - 05/31/00
Ms. Michele McMillen	Head Coach, Men's and Women's Tennis	Intercollegiate Athletics	07/01/99	\$20,298 .75 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Mr. Robert E. Meyers	CISCO Academy Trainer/Technician	Office of the Provost	08/09/99	\$35,287 Base:\$39,041	12 Mo.	New hire 08/09/99 - 06/30/00
Mr. Anthony Morelli	Assistant to the Head Trainer	Intercollegiate Athletics	07/01/99	\$12,535 .50 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Ms. Mary Ellen Munroe	Academic Advisor	Criminal Justice and Health Professions	07/01/99	\$15,640 .60 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00

YOUNGSTOWN STATE UNIVERSITY
ADMINISTRATIVE APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF AUGUST 20, 1999

YOUNGSTOWN STATE UNIVERSITY
 NEW PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
 AS OF AUGUST 20, 1999

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Mr. Joseph L. Nudo	Academic Advisor	Dean's Office—College of Health & Human Services	09/20/99	\$ 5,919 .26 FTE	9.5 Mo.	Rehire 09/20/99 - 06/30/00
Ms. Rozen D. Patterson	Academic Advisor	Dean's Office—Beeghly College of Education	07/01/99	\$13,753 .49 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Mr. Richard J. Popovich	Announcer/Producer	WYSU-FM	07/01/99	\$ 7,726 .35 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Mr. George R. Powell	Assistant Coach, Baseball	Intercollegiate Athletics	10/01/99	\$ 5,126 .33 FTE	12 Mo.	Rehire 10/01/99 - 06/30/00
Ms. Heather M. Rando	Academic Advisor	Dean's Office—Beeghly College of Education	07/01/99	\$ 1,295 .375 FTE	2 Mo.	Rehire 07/01/99 - 08/31/99
Ms. Amanda K. Reardon	Assistant Coach, Men's and Women's Track and Field	Intercollegiate Athletics	12/01/99	\$ 4,284 .3647 FTE	6 Mo.	Rehire 12/01/99 - 05/31/00
Mr. George Ritz	Marketing Assistant—Basketball	Intercollegiate Athletics	09/01/99	\$ 6,670 .2629 FTE	10 Mo.	Rehire 09/01/99 - 06/30/00
Mr. Terry L. Samuels	Assistant Athletic Academic Counselor	Intercollegiate Athletics	09/01/99	\$12,953 .54 FTE	10 Mo.	Rehire 09/01/99 - 06/30/00
Mr. William R. Schilling	Costume Assistant	Communication & Theater	07/01/99	\$16,081 .50 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Ms. Kathy Schrengost	Lead Instructional Assistant	The Paula and Anthony Rich Center for the Study and Treatment of Autism	06/21/99	\$ 3,000 .5563 FTE	2 Mo.	Rehire 06/21/99 - 08/16/99

YOUNGSTOWN STATE UNIVERSITY
NEW PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF AUGUST 20, 1999

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Ms. Roseann Schwartz	Head Coach, Women's Golf	Intercollegiate Athletics	09/01/99	\$11,443 .66 FTE	10 Mo.	Rehire 09/01/99 - 06/30/00
Mr. Eric D. Skeeters	Assistant Coach, Men's Basketball	Intercollegiate Athletics	06/02/99	\$33,869 Base:\$37,000	11 Mo.	New hire 06/02/99 - 04/30/00
Mr. Brian D. Stock	Assistant Coach, Women's Soccer/ Athletic Youth Camp Director	Intercollegiate Athletics	07/01/99	\$20,000 .75 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Mr. Robert L. Stoops	Assistant Coach, Football	Intercollegiate Athletics	08/01/99	\$ 9,180 .6080 FTE	10 Mo.	Rehire 08/01/99 - 05/31/00
Mr. Edward Strauss	Assistant Coach, Women's Volleyball and Video Coach	Intercollegiate Athletics	08/01/99	\$15,864 .50 FTE	11 Mo.	Rehire 08/01/99 - 06/30/00
Mr. David S. Tammaro	Coordinator of Disability Services	Office of Equal Opportunity & Disability Services	05/24/99	\$ 1,038 Base:\$27,000	2 Wk.	New hire; resigned 06/04/99
Ms. April Antel Tarantine	Announcer/Producer	WYSU-FM	07/01/99	\$11,036 .50 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Mr. John W. Testa	Facilities Engineer	University Facilities	05/10/99	\$ 6,229 Base:\$43,000	12 Mo.	New hire 05/10/99 - 06/30/99
Mr. Ronald Trevellini	Director	Cushwa Small Business Center	07/19/99	\$51,923 Base:\$54,000	12 Mo.	New hire 07/19/99 - 06/30/00

YOUNGSTOWN STATE UNIVERSITY
NEW EXTERNALLY FUNDED APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
 AS OF AUGUST 20, 1999

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Ms. Jamiye G. Backus	Director	Paula & Anthony Rich Center for the Study & Treatment of Autism	07/01/99	\$30,000 .75 FTE	12 Mo.	Rehire; externally funded 07/01/99 - 06/30/00
Dr. Margaret Biggs	Program Coordinator of the Scottish Rite Learning Center	Teacher Education	07/01/99	\$22,667 .50 FTE	12 Mo.	Rehire; externally funded 07/01/99 - 06/30/00
Ms. Leslie Chain	Survey Coordinator	Center for Urban Studies	05/24/99	\$ 904 .50 FTE	1 Mo.	New hire; externally funded 05/24/99 - 06/30/99
Ms. Suzanne Fleming	Research Associate II	Center for Human Services Development	07/01/99	\$ 4,315 .50 FTE	6 Mo.	Rehire; externally funded 07/01/99 - 12/31/99
Ms. Gail Foreman	Lead Instructional Assistant	The Paula & Anthony Rich Center for the Study & Treatment of Autism	06/21/99	\$ 3,000 .5563 FTE	2 Mo.	New hire; externally funded 06/21/99 - 08/16/99
Ms. Mary C. Khumprakob	Coordinator	Center for Student Progress	06/14/99	\$ 1,300 Base:\$26,000	12 Mo.	New hire; externally funded 06/14/99 - 06/30/99
Ms. Cecilia Knowles	Coordinator of Supplemental Instruction	Center for Student Progress	07/01/99	\$14,406 Base:\$24,480	7 Mo.	Rehire; externally funded 07/01/99 - 01/31/00
Ms. Karla Krodel	Research Associate II	Center for Human Services Development	07/01/99	\$ 4,443 .50 FTE	3 Mo.	Rehire; externally funded 07/01/99 - 09/30/99



**RESOLUTION TO APPROVE
FRINGE BENEFITS — RETIREMENT POLICY**



Subject: Fringe Benefits - Retirement

Developed by: Jean R. Wainio
Authorized by: G. L. Meier
Date: May, 1999

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Fringe Benefits - Retirement, policy number 7015.07 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 4.1 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit P attached hereto.

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.7.b.



UNIVERSITY GUIDEBOOK

Subject: Fringe Benefits - Retirement

Developed by: Jean R. Wainio	Authorized by: G. L. Mears
Title: Interim Executive Director Human Resources	Title: Executive Vice President
Date: May, 1999	EFFECTIVE:

Policy: The University is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living.

RESOLUTION NUMBER: YR 1999 - 108/2000

Retirement Plans:

- **State Teachers Retirement System (STRS)** is a plan for members of the faculty. Participation involves contributions from the individual and the University based upon annual gross salary. The University contributes 14% and the employee contributes 9.3%.
- **Public Employees Retirement System (PERS)** is a plan for non-teaching employees. Participation involves contributions from the individual and the University based upon annual gross salary. The University contributes 13.31% and the employee contributes 8.5%.
- **The Alternative Retirement Program (ARP)** was implemented for full-time faculty and professional/administrative staff effective January 1, 1999. Participation involves contributions from the individual and the University based upon annual gross salary. Faculty members contribute 9.3% and the University contributes 8% plus a mandatory contribution of 6% to STRS. Professional/administrative staff contribute 8.5% and the University contributes 7.31% plus a mandatory contribution of 6% to PERS.
- The following companies are participants in the ARP:
Aetna Life Insurance & Annuity Co., The Equitable Life Assurance Co., Great American Life Insurance Co., Lincoln National Life Insurance Co., Metropolitan Life Insurance Co, Nationwide Life Insurance Co., TIAA-CREF, and Variable Annuity Life Insurance Co.

Parameters:

- Employees who elect to participate in an ARP irrevocably waive their right to participate in an eligible state retirement system while continuously employed at the University.
- Employees who elect to participate in an ARP are forever barred from claiming or purchasing service credit under any state retirement system for the period that an election to participate in an ARP is effective.
- Employees who elect to participate in an eligible state retirement system irrevocably waive their right to participate in an ARP while continuously employed at the University.

Procedures:

1. The Office of Human Resources will distribute information concerning each of the retirement programs to all new employees during orientation.
2. Employees must elect to participate in one of the retirement programs within ninety days of their initial date of employment.
3. Details of the available retirement programs are available in the Office of Human Resources.

Section 4. Retirement

4.1 Retirement Allowances, Pensions, Insurance Benefits

All full-service employees shall be eligible for participation in the various University retirement programs permitted by law.

- Employees who elect to participate in an ARP, irrevocably waive their right to participate in an eligible state retirement system while continuously employed at the University.
 - Employees who elect to participate in an ARP are forever barred from claiming or purchasing service credit under any state retirement system for the period that an election to participate in an ARP is effective.
 - Employees who elect to participate in an eligible state retirement system irrevocably waive their right to participate in an ARP while continuously employed at the University.
- Procedures:

The Office of Human Resources will distribute information concerning each of the retirement programs to all new employees during orientation.

2. Employees must elect to participate in one of the retirement programs within ninety days of their initial date of employment.

Details of the available retirement programs are available in the Office of Human Resources.



**RESOLUTION TO APPROVE
FRINGE BENEFITS — DEFERRED COMPENSATION
PROGRAM POLICY**

Subject: Fringe Benefits - Deferred Compensation Program

Developed by: Debra L. Fitzsimons
Title: Executive Director
Authorized by: G. L. Means
Title: Executive Vice President

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Fringe Benefits — Deferred Compensation Program, policy number 7015.09 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 4.3 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit Q attached hereto.

This program is administered by the Ohio Deferred Compensation Board, which is solely responsible for advising eligible employees regarding participation in the program.

Procedure: Information regarding this program is available in the Office of Payroll.



UNIVERSITY GUIDEBOOK

Subject: Fringe Benefits - Deferred Compensation Program

Developed by: Debra L. Fitzsimons

Title: Executive Director

Financial Services

Date: June, 1999

Authorized by: G. L. Mears

Title: Executive Vice President

EFFECTIVE:

Policy: The University is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living.

RESOLUTION NUMBER: YR 1999 - 108/2000

Parameters:

- Eligible employees who are members of the Public Employees Retirement System (PERS) and State Teachers Retirement System (STRS) may participate in the Ohio Public Employees Deferred Compensation Program. Under this program, eligible employees may defer a portion of their income from current liability for state and federal taxes via available investment options.
- This program is administered by the Ohio Deferred Compensation Board, which is solely responsible for advising eligible employees regarding participation in the program.

Procedure: Information regarding this program is available in the Office of Payroll.

4.3 Deferred Compensation Program

Full-time University employees who are members of the Public Employees Retirement System are eligible to participate in the Ohio Public Employees Deferred Compensation Program, which is established under the authority of Sections 145.71 through 145.73 of the Ohio Revised Code. Under this program, eligible employees may defer a portion of their income from current liability for state and federal taxes; various investment options are available.

This program is administered by the Ohio Deferred Compensation Board, which is solely responsible for advising eligible employees regarding participation in the program.

Agenda Item 11.1
Board of Trustees Meeting
September 16, 1999
YR 2000

4.3 Deferred Compensation Program



**RESOLUTION TO APPROVE
FRINGE BENEFITS — TAX-DEFERRED ANNUITY
CONTRIBUTIONS POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Fringe Benefits — Tax-Deferred Annuity Contributions, policy number 7015.10 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 4.2 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit R attached hereto.



UNIVERSITY GUIDEBOOK

Subject: Fringe Benefits - Tax-Deferred Annuity Contributions

Developed by: Debra L. Fitzsimons	Authorized by: G. L. Mears
Title: Executive Director Financial Services	Title: Executive Vice President
Date: June, 1999	EFFECTIVE:

Policy: The University is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living.

RESOLUTION NUMBER: YR 1999 - 108/2000

Parameters:

- Eligible employees may elect to defer a portion of their income to an annuity contract or custodial account within the provisions of the *Internal Revenue Code*.
- The University assumes no responsibility regarding the advisability or appropriateness of any annuity contract or custodial account or for any tax consequences resulting from such investments.

Procedure: Information regarding these annuity programs is available in the Office of Payroll.



**RESOLUTION TO APPROVE ADMINISTRATIVE
APPEAL PROCESS — EXEMPT EMPLOYEES POLICY**

Subject: Administrative Appeal Process - Exempt Employees

Developed by: Jean R. Wainio
Human Resources
Date: July, 1999

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Administrative Appeal Process — Exempt Employees, policy number 7017.01 of the *University Guidebook*, shown as Exhibit S attached hereto.

- Exempt employees disputing an administrative decision are encouraged to initiate informal discussion prior to filing a formal appeal.
- Exempt employees may file a formal appeal of an administrative decision regarding termination, contract non-renewal, discipline, disputes concerning working conditions or promotion, or alleged discrimination.
- Members of collective bargaining units should refer to their respective agreement

Procedures:

1. A formal written appeal identifying the specific grounds must be filed no later than sixty calendar days of the occurrence or knowledge of the occurrence. This appeal is to be directed to the person's immediate supervisor.
2. The supervisor will conduct an appropriate review and respond to the appeal in writing within thirty calendar days of its receipt.
3. If the person filing the appeal is not satisfied with the supervisor's response, the employee may forward a written notification within ten calendar days with the appropriate Dean or Executive Director. The Dean or Executive Director will provide the response from the Dean or Executive Director within ten calendar days of its receipt.

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.7.e.



UNIVERSITY GUIDEBOOK



Subject: Administrative Appeal Process - Exempt Employees

Developed by: Jean R. Wainio	Authorized by: G. L. Mears
Title: Interim Executive Director Human Resources	Title: Executive Vice President
Date: July, 1999	EFFECTIVE:

Policy: The University is committed to equitable employment practices and maintains an appeal process that may be utilized by exempt employees to provide prompt and equitable resolution of disputes resulting from administrative decisions.

RESOLUTION NUMBER: YR 2000

Parameters:

- Exempt employees disputing an administrative decision are encouraged to initiate informal discussion prior to filing a formal appeal.
- Exempt employees may file a formal appeal of an administrative decision regarding termination, contract non-renewal, discipline, disputes concerning working conditions or promotion, or alleged discrimination.
- Members of collective bargaining units should refer to their respective agreement.

Procedures:

1. A formal written appeal identifying the specific grounds must be filed no later than sixty calendar days of the occurrence or knowledge of the occurrence. This appeal is to be directed to the person's immediate supervisor.
2. The supervisor will conduct an appropriate review and respond to the appeal in writing within thirty calendar days of its receipt.
3. If the person filing the appeal is not satisfied with the supervisor's response, the employee may forward a written notification within ten calendar days, with particulars, to the appropriate Dean or Executive Director for review. A written response from the Dean or Executive Director will be provided the employee within ten calendar days of its receipt.

RESOLUTION TO APPROVE
CONDUCT ON CAMPUS POLICY

4. If this response does not satisfy the employee, a third written appeal may be sent to the Provost within ten calendar days. The Provost or designee, in collaboration with the appropriate Vice President, will have up to twenty-one calendar days to review all information submitted and render a final written decision.

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies; the creation of new policies; or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies; or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Conduct on Campus, policy number 7022.01 of the University Guidebook, and does hereby rescind the former corresponding Article III, Section 15 of the Policies of the Board of Trustees of Youngstown State University, both shown as Exhibit T attached hereto.



**RESOLUTION TO APPROVE
CONDUCT ON CAMPUS POLICY**

If this response does not satisfy the employee, a third written appeal may be filed with the Provost or designated, in collaboration with the Provost, within ten calendar days. The Provost or designated, in collaboration with the Provost, will have up to twenty-one calendar days to review all information submitted and render a final written decision.

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Conduct on Campus, policy number 7022.01 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 15 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit T attached hereto.

RESOLUTION TO APPROVE
CONDUCT ON CAMPUS POLICY

- 4. If this response does not satisfy the employee, a third written appeal may be sent to the Provost within ten calendar days. The Provost or designee, in collaboration with the appropriate Vice President, will have up to twenty-one calendar days to review all information submitted and render a final written decision.

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

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UNIVERSITY GUIDEBOOK

Subject: Conduct on Campus

Developed by: Jean R. Wainio	Authorized by: G. L. Mears
Title: Interim Executive Director Human Resources	Title: Executive Vice President
Date: June, 1999	EFFECTIVE:

Policy: To maintain an effective learning, living, and working environment, it is essential that all employees, students, and visitors conduct themselves in a courteous, responsible, and law-abiding manner. In achieving this goal, the following behaviors are prohibited on property owned or controlled by the University:

1. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other official University activities.
2. Obstruction of the free-flow of pedestrian or vehicle traffic.
3. Physical or verbal abuse or conduct which threatens or endangers the health or safety of any person.
4. Unauthorized entry to, or use of, the building and grounds of the University.
5. Failure to comply with directions of University officials, YSU Police, or other law enforcement officers acting in performance of their duties, and failure to identify one's self to these persons when requested to do so.
6. Unauthorized use, possession, or distribution of narcotic or illegal drugs or alcoholic beverages.
7. Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals, or fire extinguishers.
8. Theft of, or damage to, property of the University, a member of the University community, or a campus visitor.
9. Disorderly conduct; breach of the peace; aiding, abetting, or procuring another to breach the peace; or lewd, indecent, or obscene conduct or expression.
10. Any acts of violence such as arson, assault, homicide, intimidation, etc.
11. Violation of other University regulations and applicable city, state, or federal laws.

RESOLUTION NUMBER: YR.2000



Parameters:

- These regulations are in no way intended to limit or restrict the Constitutional guarantees of freedom of speech and peaceful assembly.
- These regulations are designed to comply with the mandates of Section 3345.21 of the *Ohio Revised Code*.

Procedures:

1. Violators of these regulations may be ejected from University-owned or -controlled property and subject to criminal prosecution and/or University discipline which may include suspension or expulsion if a student, or suspension or termination if an employee. When applicable, disciplinary action shall be conducted in accordance with Sections 3345.22 and 3345.23 of the *Ohio Revised Code*.
2. YSU Police may be called upon to assist in the enforcement of these regulations and other regulations designed to preserve good order on the campus and to prevent disruption of the educational functions of the University.
3. If necessary, the President, or designee, may seek the assistance of other appropriate law enforcement agencies.
4. Additional regulations applicable to students may be found in the *Code of Student Rights, Responsibilities, and Conduct (The Code)*.
5. Employees covered by collective bargaining should refer to their respective agreement for additional information.

EXISTING POLICY - TO BE RESCINDED

Section 15. Conduct on Campus

While clearly recognizing the Constitutional guarantees of freedom of speech and peaceful assembly, and in no way intending to limit or restrict these freedoms, the University is cognizant of its responsibility to maintain law and order on the campus, and to prevent the disruption of the educational functions of the University. In consideration of these responsibilities, and in compliance with the mandates of Section 3345.21, The Ohio Revised Code, the Board of Trustees of Youngstown State University hereby adopts the following regulations and prohibits all persons, including visitors, from engaging in or participating in any of the practices enumerated below, and delegates the responsibility to enforce said regulations to the President, or his designee:

- 15.1 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions or of other authorized activities, on University-owned or -controlled property;
- 15.2 Physical abuse of any person on University-owned or -controlled property or at University-sponsored or -supervised functions, or conduct which threatens or endangers the health or safety of any person;
- 15.3 Theft of, or damage to, property of the University or property of a member of the University community or the property of a campus visitor;
- 15.4 Unauthorized entry to, or use of, University facilities, including both buildings and grounds;
- 15.5 Violation of University policies or of campus regulations including those regulations concerning the registration of student organizations, the use of University facilities, or legally justified procedures concerning the time, place, and manner of public expression;
- 15.6 Violation of rules governing residence in University-owned or -controlled property;
- 15.7 Disorderly conduct, breach of the peace, aiding, abetting, or procuring another to breach the peace, or lewd, indecent, or obscene conduct or expression on University-owned or -controlled property or at University-sponsored or -supervised functions;

- 15.8 Use, possession, or distribution of narcotic or illegal drugs on University-owned or -controlled property, such as marijuana and lysergic acid diethylamide (LSD), except as expressly permitted by law;
- 15.9 Failure to comply with directions of University officials or police and any other law enforcement officers acting in performance of their duties, and failure to identify one's self to these persons when requested to do so;
- 15.10 Obstruction of the free-flow of pedestrian or vehicle traffic;
- 15.11 Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals or fire extinguishers on University-owned or -controlled property.

The University regards student behavior on or off the campus as its concern, and expects all students and faculty members to conduct themselves on or off campus as responsible adults.

Any person, including visitors, who violates these regulations may be ejected from University-owned or -controlled property and is subject to criminal prosecution and/or University discipline which may include, but is not limited to, suspension or expulsion from the University if a student, or termination of employment if an employee.

The University administration is empowered to adopt and publish additional provisions for the administration and enforcement of these regulations.

Members of the University security staff are hereby authorized to assist in the enforcement of the above regulations and all other regulations and laws which are designed to preserve the good order on the campus and to prevent the disruption of the educational functions of the University.

The appropriate University officers, when unable to deal effectively with the incidents of misconduct specified above, or any violation of municipal, state, or federal law occurring on the campus, are hereby authorized to seek the assistance of other appropriate law enforcement officers.

- 15.8 Use, possession, or distribution of narcotic or illegal drugs on University-owned or -controlled property, such as marijuana and lysergic acid diethylamide (LSD), except as expressly permitted by law;
- 15.9 Failure to comply with directions of University officials or police and any other law enforcement officers acting in performance of their duties, and failure to identify one's self to these persons when requested to do so;
- 15.10 Obstruction of the free-flow of pedestrian or vehicle traffic;
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The appropriate University officers, when unable to deal effectively with the incidents of misconduct specified above, or any violation of municipal, state, or federal law occurring on the campus, are hereby authorized to seek the assistance of other appropriate law enforcement officers.



**RESOLUTION TO RATIFY
YSU-ACE LABOR AGREEMENT**



WHEREAS, an Agreement for 1999-2000, 2000-2001, and 2001-2002 between Youngstown State University and the Youngstown State University Association of Classified Employees, an affiliate of the Ohio Education Association, has been negotiated; and

WHEREAS, the membership of the Youngstown State University Association of Classified Employees has ratified the proposed Agreement; and

WHEREAS, Board Policy 7020.01 (Compensation and Salary Studies) authorizes the President of the University to pursue the development of salary plans for all University employee groups to provide for comparable pay; and

WHEREAS, the Agreement is guided by this Policy and is within prescribed parameters;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that the Agreement between Youngstown State University and the Youngstown State University Association of Classified Employees for the period September 16, 1999, through August 15, 2002, is hereby ratified.

**Board of Trustees Meeting
September 10, 1999
FY 2000-**

**Agenda Item E.7.g.
September 10, 1999
FY 2000-**



**RESOLUTION REGARDING TERMS AND CONDITIONS
OF EMPLOYMENT FOR CLASSIFIED EMPLOYEES
EXCLUDED FROM COLLECTIVE BARGAINING**

WHEREAS, the Board of Trustees ratified a collective bargaining Agreement with the Youngstown State University Association of Classified Employees (YSU-ACE) for the three-year period September 16, 1999, through August 15, 2002, which defines wages and other terms and conditions of employment for classified employees in the bargaining unit; and

WHEREAS, Board Policy 7020.01 (Compensation and Salary Studies) authorizes the President of the University to pursue the development of salary plans for all University employee groups to provide for comparable pay; and

WHEREAS, it is deemed to be equitable and in the best interest of the University to extend the same provisions of the *Agreement* to classified employees excluded from collective bargaining; and

WHEREAS, these provisions are in the areas of wages, leaves, transfers and promotions, layoff and recall, and insurance benefits;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that pay increases specified in Article 3, as well as other terms and conditions of employment as stated in Articles 14, 15, 16 and 22 of the *Agreement* be extended to all classified employees excluded from collective bargaining, except for employees in the law enforcement field in the YSU Police Department, commencing September 16, 1999, and ending August 15, 2002.

**Board of Trustees Meeting
September 10, 1999
FY 2000-**

Agenda Item E.7.h.



Memo from the President

Youngstown State University

Friday, September 24, 1999

Dear Colleagues:

As we begin the fall term and feel the excitement that always accompanies the start of a new academic year, I want to take this opportunity to welcome back our faculty and to thank our staff for another highly productive summer.

As I said at the State of the University address, I really have mixed feelings as I write this, since I am both starting a new academic year and ending my tenure at Youngstown State University. I've seen us accomplish phenomenal successes. Eight years ago I remarked that we had to run hard just to catch up. Now we see our accomplishments becoming the standards by which other institutions judge themselves.

Among the accomplishments is the successful completion of our capital campaign, which provided \$26.3 million in capital improvements for the University. The Campaign has energized and improved our campus in ways that are highly visible, such as the construction of the new Beecher Center for Technology in the Arts, Beeghly College of Education, Cafaro House, and the additions to Stambaugh Stadium. While less visible, our successes with the Electronic Campus and the establishment of additional scholarships and nineteen new endowments will ensure a solid future for our students.

I am proud, too, of the three new associate degree programs being initiated this year—all in high-demand areas—telecommunications technology, computer engineering technology, and instrumentation and process control technology. Three new graduate programs in public health, social work, and computing and information systems are under development, while approval is expected soon for a master's degree in physical therapy.

Campus 2000 with its improvements in the Wick Park area, the development on the west side of campus, and the most recent Gateways Project, are extending the beauty of the campus and increasing both access and a sense of safety to our students and community alike.

Last year we were able to announce a tenfold increase in grants; and just this month we received a \$2.5 million grant from the U. S. Department of Education to improve teacher education in Mahoning, Trumbull, and Columbiana counties. The result of collaborative efforts from the faculty in the Beeghly College of Education and the College of Arts and Sciences, the grant was successful in the face of tough national competition. YSU was one of only 25 successful applicants out of a field of over 300—and the only university in Ohio to receive such funding.

The work we do has also received national attention through our Working Class Conference, which was featured in the *Chronicle of Higher Education*. Groundbreaking advances in developing clean nuclear energy—with its international implications—are being made by Dr. James Carroll in the Department of Physics and Astronomy.

Just this week, we held a press conference to announce our designation as the site for Ohio Business Week 2000, a program designed to expose high school students to the world of business. The program will bring nearly 200 students from across Ohio to our campus. Business leaders from throughout the state will share their expertise in this program to promote free enterprise.

The list of accomplishments is long, and almost daily I see another form of our excellence rise to the top. "The Road to Greatness is an Endless Journey" was the title of my State of the University Address, but I can proudly announce that we have made significant progress in that journey.

Board of Trustees

The September 10 meeting of the Board of Trustees was held at Southwoods Commons so that we could show off the classrooms at our Boardman Metro College site. If you have not been there, I would encourage each of you to visit this facility. The Austintown Plaza, Eastwood Mall, and downtown's Youngtown Business Incubator sites will soon give us expanded capacity to serve individuals throughout the community.

Commitment to Diversity

The Board of Trustees approved a resolution that accepts the final report prepared by the University/Community Task Force on Diversity. Acceptance of the report, "Commitment to Diversity," paves the way for future efforts that will bring diverse groups together in ways that "foster educational, economic, and social opportunity for all citizens in Mahoning Valley."

The Committee was comprised of community leaders and University faculty, staff, and students, representing various races, ethnicities, religions, genders, sexual orientations, ages, and physical abilities. The resolution "recognizes that the challenge ahead is to prepare students and the institution for a future in which the diversity of our community is recognized as an important resource."

Among the initiatives created from the Task Force's recommendations is the establishment of two important councils. The University Diversity Council will serve as the institution's primary forum for the open discussion of diversity-related issues. The Council will be composed of six faculty members appointed by the Deans, five members appointed by the staff unions, three students appointed by Student Government, and five community alumni and staff presidential appointees.

The University/Community Diversity Council will serve as the formal interface between the University and the community. This twenty-member Council will have representatives from Mahoning, Trumbull, Columbiana, Lawrence, and Mercer counties, and YSU.

The report also calls for the establishment of a new University position, Coordinator of Diversity Activities, which will be responsible for the overall implementation and evaluation of the diversity plan of action.

Honorary Degree

The Board also approved a resolution authorizing conferral of an honorary Doctor of Science degree upon Joseph W. Tucciarone, the scheduled speaker for our March commencement. Mr. Tucciarone, who graduated Summa Cum Laude from YSU with a B.S. degree in physics, has received national recognition for his artwork in such prestigious publications as *National Geographic* and *Astronomy* magazines. He has created numerous book and cover illustrations for science publications and his artwork is included in exhibitions sponsored by the International Association of Astronomical Artists.

YSU-ACE Agreement

The Trustees also ratified the contract between the University and our 325 classified employees. The new contract calls for a nine percent pay raise over the next three years. Special thanks go to ACE past president, Brian Brennan, for his sustained leadership during this process, as well as to Phil Hirsch, who led negotiations on behalf of the University.

Resolutions

In a number of other resolutions, the Trustees authorized the University to work with the Board of Directors of the Paula and Anthony Rich Center to select a suitable location on campus for the Center; and approved several new or revised policies governing faculty/staff appointments, fringe benefits, sexual harassment, publication and licensing procedures, and a number of intercollegiate athletic policies relating to student athletes, management, conference, and NCAA compliance.

As we look forward to another academic year, we will continue to strive for greatness. As change agents, you are empowered to make YSU a better place and further shape what we will be like in the next century. As always, I want to personally thank each of you for all you do to keep YSU a premier university of higher learning.

Thanks, again, and have a great year!



Les Cochran



**YOUNGSTOWN STATE UNIVERSITY
BOARD OF TRUSTEES' MEETING**

**Friday, September 10, 1999
3:00 p.m.**

**Auditorium
Southwoods Commons**

AGENDA

- A. Roll Call
- B. Proof of Notice of Meeting
- C. Disposition of Minutes for Regular Meetings Held June 11, 1999, and July 26, 1999
- D. Report of the President of the University
 1. William F. Maag Jr. Library - Thomas Atwood
 2. Upward Bound TRIO Program - Judith Gaines
- E. Report of the Committees of the Board
 1. Academic Affairs Committee
 - a. Staff Report
 - b. Resolution to Authorize Conferral of Honorary Degree
 - c. Resolution to Approve Research, Grants, and Sponsored Programs Policy
 - d. Resolution to Approve a Master's Degree in Physical Therapy
 2. Budget and Finance Committee
 - a. Resolution to Approve Adjustment to FY 2000 Current General Fund Budget
 - b. Resolution to Approve Adjustment to FY 2000 Auxiliary Enterprises Budgets
 3. Building and Property Committee
 - a. Staff Report
 - b. Resolution Concerning The Paula and Anthony Rich Child Study Center
 - c. Resolution to Authorize Purchase of Property for Campus Improvement
 4. Development Committee
 - a. Resolution to Accept Development Gifts
 - b. Resolution to Approve Acceptance of Loaned Property/Courtesy Car Program Policy
 - c. Resolution to Approve University Publications Policy
 - d. Resolution to Approve Licensing of University Names and Marks Policy
 5. Equal Opportunity Committee
 - a. Staff Report
 - b. Resolution on Commitment to Diversity
 - c. Resolution to Approve Sexual Harassment Policy

6. Intercollegiate Athletics Committee

- a. Resolution to Approve Intercollegiate Athletics Programs – Student Athletes Policy
- b. Resolution to Approve Intercollegiate Athletics Programs – Management Policy
- c. Resolution to Approve Intercollegiate Athletics Programs – Conference and NCAA Compliance Policy
- d. Resolution to Approve Intercollegiate Athletics Programs – Institutional Responsibility for Compliance with Conference and NCAA Regulations Policy
- e. Resolution to Approve Contracts – Coaches in Intercollegiate Athletics Policy

7. Personnel Relations Committee

- a. Resolution to Ratify Faculty/Staff Appointments
- b. Resolution to Approve Fringe Benefits – Retirement Policy
- c. Resolution to Approve Fringe Benefits – Deferred Compensation Program Policy
- d. Resolution to Approve Fringe Benefits – Tax-Deferred Annuity Contributions Policy
- e. Resolution to Approve Administrative Appeal Process – Exempt Employees Policy
- f. Resolution to Approve Conduct on Campus Policy
- g. Resolution to Ratify YSU-ACE Labor Agreement
- h. Resolution Regarding Terms and Conditions of Employment for Classified Employees Excluded from Collective Bargaining

8. Student Affairs Committee

9. Executive Committee

F. Communications and Memorials

G. Unfinished Business

H. New Business

I. Time and Place of Upcoming Regular Meetings of the Board

Tentative Meeting Dates: 3 p.m., Friday, December 10, 1999

3 p.m., Friday, March 10, 2000

3 p.m., Friday, June 16, 2000

J. Adjournment



Joseph M. Tucciarone
2403 West Friday Circle
Cocoa, Florida 32928
(407) 632-4526

**RESOLUTION TO AUTHORIZE CONFERRAL
OF HONORARY DEGREE**

EDUCATION

B.S. degree in Physics, Summa Cum Laude, Youngstown State University, 1976.

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Science (D.Sc.) degree, honoris causa, upon Mr. Joseph W. Tucciarone, with all the rights and privileges attendant thereto.

Scholarship awards at Youngstown State University:
Clarence P. Gould Society, 1976.
Frank M. Clark Award in Physics, 1976.
Honor Society of Phi Kappa Phi, 1975.
Karl W. Dykema Scholarship Award, 1975.
Sigma Pi Sigma National Physics Honor Society, 1974.
Chemical Rubber Company Freshman Chemistry Achievement Award, 1972.

PLANETARIUM AND TEACHING EXPERIENCE

Planetarium Artist and Producer in residence at:
Ward Becher Planetarium, Youngstown, Ohio, 1972-1976.
Memphis Museum Planetarium, Memphis, Tennessee, 1978-1983.
Ethyl Planetarium, Richmond, Virginia, 1983-1985.
Bishop Planetarium, Bradenton, Florida, 1985-1988.
Brevard Community College Planetarium, Cocoa, Florida, 1988-present.

Wrote, produced, and illustrated the planetarium show "Dinosaur", 1992.

Produced and illustrated the planetarium show "Comet Halley: Once In A Lifetime" sponsored by the American Chemical Society, 1984.

Illustrated the planetarium show entitled "The Netherlands, Vision of Light" in 1982. The government of the Netherlands designated this show an official bicentennial program on the 200th anniversary of the establishment of international relations between the Dutch and American governments.

Board of Trustees Meeting Agenda Item E.1.b.

September 10, 1999

YR 2000-

Joseph M. Tucciarone

2403 West Friday Circle

Cocoa, Florida 32926

(407) 632-4526

INTERSTELL@aol.com

<http://members.aol.com/INTERSTELL/art.html>

EDUCATION

B.S. degree in Physics, Summa Cum Laude, Youngstown State University, 1976.

M.S. degree in Physics, University of Toledo, 1978.

Master's thesis, "Enhanced Total Internal Reflection with Surface Plasmons" published in the Journal of the Optical Society of America, 1979.

Scholastic awards at Youngstown State University:

Clarence P. Gould Society, 1976.

Frank M. Clark Award in Physics, 1976.

Honor Society of Phi Kappa Phi, 1975.

Karl W. Dykema Scholarship Award, 1975.

Sigma Pi Sigma National Physics Honor Society, 1974.

Chemical Rubber Company Freshman Chemistry Achievement Award, 1972.

PLANETARIUM AND TEACHING EXPERIENCE

Planetarium Artist and Producer in residence at:

Ward Beecher Planetarium, Youngstown, Ohio, 1972-1976.

Memphis Museum Planetarium, Memphis, Tennessee, 1978-1983.

Ethyl Planetarium, Richmond, Virginia, 1983-1985.

Bishop Planetarium, Bradenton, Florida, 1985-1988.

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Illustrated the planetarium show entitled "The Netherlands, Vision of Light" in 1982. The government of the Netherlands designated this show an official bicentennial program on the 200th anniversary of the establishment of international relations between the Dutch and American governments.

Adjunct Faculty, Astronomy and Physics, Daytona Beach Community College, 1988-1999

**Agenda Item E.1.B.
Support Material**

EXHIBITIONS

Travelling art exhibits of the artwork of Joe Tucciarone:

"Visions of the Universe" travelling exhibition of the Astronomical Artwork of Joe Tucciarone. Canada, England, U.S., 1995-present.

"Masters of the Universe" travelling exhibition of the Dinosaur Artwork of Joe Tucciarone 1999.

Artwork included in exhibitions sponsored by the International Association of Astronomical Artists:

"Otherworlds" 1986.

"Art of the Cosmos" 1987.

"Dialogues: Communication Through the Art of the Cosmos", Soviet/American exhibit, 1989-1992.

Artwork in permanent collections:

Discovery Place Museum, Charlotte, North Carolina.

Astronomical painting commissioned by University of Central Florida for Astronomy Teaching Facility, Orlando, Florida.

Mosasaur mural on permanent display at Memphis Museum, Memphis, Tennessee.

BOOK AND MAGAZINE ILLUSTRATIONS

National Geographic magazine commissions:

"New Eyes on the Universe", January, 1994.

"Orion: Where Stars Are Born", December, 1995.

Book cover illustrations:

Night Comes to the Cretaceous by James K. Powell, 1999.

When the Sun Dies by Roy A. Galant, 1998.

Cover illustrations for science magazines:

Sky and Telescope magazine cover illustrations in March and April, 1998.

Astronomy magazine cover illustration in September, 1998.

Science illustrations included in various books:

In The Stream of Stars by William K. Hartmann.

Visions of Space by David A. Hardy.

101 Things To Do On The Internet by Mark Wallace.

Science illustrations published in the following magazines:

Discover

Science

Odyssey

Scholastic

The Planetary Society

Sky and Telescope

Astronomy

Earth Explore

Experiment (Greece)

Internet ROM Multimedia (Greece)

Universo (Spain)

SCIENCE ILLUSTRATIONS IN MAJOR MOTION PICTURES AND TELEVISION DOCUMENTARIES

"Deep Impact", DreamWorks Productions Major Motion Picture, 1998.

"Lost In Space" Major Motion Picture, 1998.

"Fire in the Sky", Turner Broadcasting System, 1997.

"Case of the Flying Dinosaur", NOVA, Public Broadcasting System, 1997.

ILLUSTRATIONS INCLUDED IN EDUCATIONAL MATERIALS

World Book Encyclopedia Year Book 1999.

Microsoft Encarta Encyclopedia 1998.

Encyclopedia Britannica article by Dale Cruikshank, 1998.

All Around Us Interactive educational CD ROM.

Carnegie Science Center, Pittsburgh, Pennsylvania.

Columbus Dispatch daily newspaper, Columbus, Ohio.

British Columbia Parks Division, Canada.

Civil Aviation Authority of Australia.

MEMBERSHIP IN PROFESSIONAL SOCIETIES

Lifetime member of the International Association of Astronomical Artists.

Southeastern Planetarium Association.

MISCELLANEOUS:

Guest artist at Walt Disney World Space Week Celebrations, 1996-1998.

Second Nature Software Screen Saver: "Visions from Deep Space".

Dinosaur illustrations used on Romanian postage stamps, 1999.

Illustrations in Collection of Science Photo Library of London.

Ursuline High School Arts Hall of Fame Inductee, 1999.



**RESOLUTION CONCERNING THE
PAULA AND ANTHONY RICH
CHILD STUDY CENTER**



WHEREAS, The Paula and Anthony Rich Center for the Study and Treatment of Autism, through an agreement with the University and the Beeghly College of Education, provides for the special needs of children with autism and their families; and

WHEREAS, the University and the Board of Trustees wish to provide an appropriate location on campus for The Paula and Anthony Rich Center for the Study and Treatment of Autism;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University authorizes the University's administration to work with the Board of Directors of The Paula and Anthony Rich Center to select a suitable location on campus for the Center.

WHEREAS, the property located on the east side of Bryson Street in Youngstown, Ohio, known as Youngstown City Lot Nos. 915, 916 and 1511 (Holy Trinity Romanian Orthodox Church parking lot), is needed for campus improvement;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the purchase of the properties as described.



RESOLUTION CONCERNING THE
ANTHONY RICH
BY CENTER

**RESOLUTION TO AUTHORIZE
PURCHASE OF PROPERTY
FOR CAMPUS IMPROVEMENT**



WHEREAS, Youngstown State University has identified an area surrounding the campus within which it seeks to acquire property needed for the benefit of the University; and

WHEREAS, the property located on the north side of Rayen Avenue in Youngstown, Ohio, known as Youngstown City Lot Nos. 679, 680, 681, 1501 and 1502 (Hood Electric Building), is needed for campus improvement; and

WHEREAS, the property located on the south side of Lincoln Avenue between Elm and Phelps Streets in Youngstown, Ohio, known as Youngstown City Lot Nos. 1825 and 2039 (Burdman Building), is needed for campus improvement; and

WHEREAS, the property located on the east side of Bryson Street in Youngstown, Ohio, known as Youngstown City Lot Nos. 915, 916 and 1511 (Holy Trinity Romanian Orthodox Church parking lot), is needed for campus improvement;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the purchase of the properties as described.



RESOLUTION CONCERNING THE

ANTHONY RICH
BY CENTER

**RESOLUTION TO AUTHORIZE
PURCHASE OF PROPERTY
FOR CAMPUS IMPROVEMENT**



WHEREAS, The Paula and Anthony Rich Center for the Study and Treatment

of
their
and

WHEREAS, Youngstown State University has identified an area surrounding the campus within which it seeks to acquire property needed for the benefit of the University; and

an
the

WHEREAS, the property located on the north side of Rayen Avenue in Youngstown, Ohio, known as Youngstown City Lot Nos. 679, 680, 681, 1501 and 1502 (Hood Electric Building), is needed for campus improvement; and

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work
sect

WHEREAS, the property located on the south side of Lincoln Avenue between Elm and Phelps Streets in Youngstown, Ohio, known as Youngstown City Lot Nos. 1825 and 2039 (Burdman Building), is needed for campus improvement; and

suitable location on campus for the Center.

WHEREAS, the property located on the east side of Bryson Street in Youngstown, Ohio, known as Youngstown City Lot Nos. 915, 916 and 1511 (Holy Trinity Romanian Orthodox Church parking lot), is needed for campus improvement;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the purchase of the properties as described.



RESOLUTION TO APPROVE RESEARCH, GRANTS, AND SPONSORED PROGRAMS POLICY

Subject: Research, Grants, and Sponsored Programs

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Research, Grants, and Sponsored Programs, policy number 1013.01 of the *University Guidebook*, and does hereby rescind the former corresponding Article IV, Sections 5, 6, 7, and 8, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit A attached hereto.

Board of Trustees Meeting
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Agenda Item E.1.c.



UNIVERSITY GUIDEBOOK



Subject: Research, Grants, and Sponsored Programs

Developed by: Peter J. Kasvinsky	Authorized by: James J. Scanlon
Title: Dean School of Graduate Studies	Title: Provost
Date: July, 1999	EFFECTIVE:

Policy: Believing that the quality of education and public service is grounded in scholarship, the University seeks to encourage and support research and scholarly and professional activity that strengthen its educational and service mission.

RESOLUTION NUMBER: YR 2000

Definitions:

- “Sponsored Programs” are activities, including research, teaching, training or service programs, substantially funded by agencies external to the University, and which require program technical, administrative, and fiscal accountability.
- “Grants, Contracts, and Cooperative Agreements” are legal instruments governing the administration of sponsored programs.
- “Research” is legally defined as “a systematic investigation, including research development, testing, and evaluation designed to develop or contribute to generalizable knowledge” [45 CFR 46.102(d)]. It includes internally- and/or externally-sponsored research, or unfunded research, conducted by authorized faculty or staff.

Parameters:

- The University, as an entity of state government, is legally authorized to serve as fiscal agent for sponsored programs undertaken *with institutional approval* by faculty and staff, who may be designated as principal investigators (for research projects) or project directors (on other activities).
- University employees or students may not undertake sponsored programs involving University resources unless institutionally authorized to do so.

- The President and the Dean, School of Graduate Studies, are specifically designated to serve as “Authorized Institutional Officials” with the right to approve sponsored program proposals and agreements.
- The Dean of Graduate Studies is the University official having primary authority to oversee the appropriate conduct of sponsored program activities, systems, and services.
- The University Research Council is charged with assisting the Dean of Graduate Studies in stimulating sponsored program activity. The Executive Director of the Public Service Institute has been assigned the responsibility for coordinating sponsored program activity undertaken by members of the Institute staff.
- All documents, reports, and/or other publications created under University auspices, notwithstanding the source of support, must appropriately acknowledge the University.

Procedures:

1. All sponsored programs are initiated by submission of a written proposal, including a properly completed YSU Proposal Submission Form (“Blue Sheet”), identifying the nature of the research or other activity, an estimate of the time needed to complete it, and a full costing of all resources needed to support the project.
 - Faculty proposals are forwarded by the Principal Investigator/Project Director to the department chair(s) and dean(s) of the academic unit(s) involved in the anticipated project; following their review and approval the proposal is submitted to the Director of Grants and Sponsored Programs for review and submission clearance prior to approval by an Authorized Institutional Official (usually the Dean of Graduate Studies).
 - Public Service Institute staff members’ proposals are delivered to the appropriate supervisor and then forwarded to the Executive Director of the Public Service Institute for review and approval prior to submission to the Director of Grants and Sponsored Programs and final approval by an Authorized Institutional Official.
 - Proposals from other areas of the University must be forwarded to the appropriate supervisor and the Provost or other appropriate Vice President prior to transmittal to the Director of Grants and Sponsored Programs and approval by an Authorized Institutional Official.
2. All sponsored program applications and award agreements must be reviewed by the Director of Grants and Sponsored Programs and approved by an Authorized Institutional Official (usually the Dean of Graduate Studies) prior to accepting an award or beginning any work.

3. Information on grants and sponsored programs is available in the *Guide to Sponsored Programs Development*, which is available through the Office of Grants and Sponsored Programs.
4. Other information on faculty research and related considerations is available in the *Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association*.

The University Research Council is charged with assisting the Dean of Graduate Studies in stimulating sponsored program activity. The Executive Director of the Public Service Institute has been assigned the responsibility for coordinating sponsored program activity undertaken by members of the Institute staff.

All documents, reports, and/or other publications created under University auspices, notwithstanding the source of support, must appropriately acknowledge the University.

Procedures:

All sponsored programs are initiated by submission of a written proposal, including a properly completed YSU Proposal Submission Form ("Blue Sheet"), identifying the nature of the research or other activity, an estimate of the time needed to complete it, and a full costing of all resources needed to support the project.

- Faculty proposals are forwarded by the Principal Investigator/Project Director to the department chair(s) and dean(s) of the academic unit(s) involved in the anticipated project; following their review and approval the proposal is submitted to the Director of Grants and Sponsored Programs for review and submission clearance prior to approval by an Authorized Institutional Official (usually the Dean of Graduate Studies).

Public Service Institute staff members' proposals are delivered to the appropriate supervisor and then forwarded to the Executive Director of the Public Service Institute for review and approval prior to submission to the Director of Grants and Sponsored Programs and final approval by an Authorized Institutional Official.

Proposals from other areas of the University must be forwarded to the appropriate supervisor and the Provost or other appropriate Vice President prior to transmittal to the Director of Grants and Sponsored Programs and approval by an Authorized Institutional Official.

5. All sponsored program applications and award agreements must be reviewed by the Director of Grants and Sponsored Programs and approved by an Authorized Institutional Official (usually the Dean of Graduate Studies) prior to accepting an award or beginning any work.

EXISTING POLICY—TO BE RESCINDED

- 6.1 The Associate Provost and Dean of Graduate Studies shall coordinate all research contracts or sponsored research.
- 6.2 Faculty members who are contemplating such research shall consult with the Associate Provost and Dean of Graduate Studies concerning the approach to industry, business or government.
- 6.3 All research contracts shall be approved by the President of the University, or his designee, for contract clearance before any work on the contracts is begun or any commitments are made.
- 6.4 There may be an advisory committee appointed by the Provost in the research areas as deemed necessary.
- 6.5 A faculty member shall have the right to accept or decline participation in any research contract before the contract is entered into.
- 6.6 Graduate assistantships should be used to facilitate research contracts whenever such research work and funds for its support are available.

Section 5. General Conditions and Restrictions on Research

The following general conditions and restrictions will be observed in the interest of all parties concerned:

- 5.1 Research will be of a type to enhance the reputation of the principal as a scholar and the University as a seat of higher learning.
- 5.2 Research will be limited to the type of work for which the University has or can provide adequate staff and facilities.
- 5.3 Research may be of two kinds. These are contract or sponsored research, and faculty research.
- 5.4 The University does not pay salary or wages for work done toward an academic degree; however, students pursuing degree programs may receive University awards, scholarships or assistantships.

The University Research Council shall be responsible for the stimulation and coordination of faculty research, sponsored research, and contract research activities on the campus. The chairman and other

Section 6. Contracts or Sponsored Research

- 6.1 The Associate Provost and Dean of Graduate Studies shall coordinate all research contracts or sponsored research.
- 6.2 Faculty members who are contemplating such research shall consult with the Associate Provost and Dean of Graduate Studies concerning the approach to industry, business or government.
- 6.3 All research contracts shall be approved by the President of the University, or his designee, for contract clearance before any work on the contracts is begun or any commitments are made.
- 6.4 There may be an advisory committee appointed by the Provost in the research areas as deemed necessary.
- 6.5 A faculty member shall have the right to accept or decline participation in any research contract before the contract is entered into.
- 6.6 Graduate assistantships should be used to facilitate research contracts whenever such research work and funds for its support are available.

Section 7. Faculty Research

It is a part of the professional development of each full-service faculty member to keep abreast of progress and developments in his field, to broaden his horizons by further reading and personal contacts within his profession, and, within the time limits available to him, to engage in productive scholarship and/or research. It is the expectation of the University to provide faculty loads of sufficient moderation to permit limited amounts of such activity on the part of all full-service faculty members.

A written request setting forth the nature of the research and the time the faculty member proposes to devote to the problems shall be provided together with a list of the equipment and other needs required to support the research. The research undertaken shall not interfere with the normal use of University facilities by students or by regular instructional programs of the University.

7.1 University Research Council

The University Research Council shall be responsible for the stimulation and coordination of faculty research, sponsored research, and contract research activities on the campus. The chairman and other



**RESOLUTION TO APPROVE A
MASTER'S DEGREE IN PHYSICAL THERAPY**

WHEREAS, the University initiated a bachelor's degree program in physical therapy in Fall 1996 to serve the needs of the regional community; and

WHEREAS, the bachelor's degree program received initial accreditation from the Commission on Accreditation in Physical Therapy Education in May 1998; and

WHEREAS, the essential credentialing degree in physical therapy, as determined by the Commission on Accreditation in Physical Therapy Education, will be the master's degree in physical therapy beginning in 2002;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the offering of the master's degree in physical therapy subsequent to the approval of said degree by the Ohio Board of Regents.

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members of the Research Council shall be appointed by the Provost of the University.

Section 8. Privately Sponsored Research

Faculty members may not undertake privately sponsored research involving the use of University facilities, materials or equipment, except as provided under research contracts in which the University is the principal agent.

WHEREAS, the University initiated a bachelor's degree program in physical therapy in Fall 1996 to serve the needs of the regional community; and

WHEREAS, the bachelor's degree program received initial accreditation from the Commission on Accreditation in Physical Therapy Education in May 1998; and

WHEREAS, the essential credentialing degree in physical therapy, as determined by the Commission on Accreditation in Physical Therapy Education, will be the master's degree in physical therapy beginning in 2002;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the offering of the master's degree in physical therapy subsequent to the approval of said degree by the Ohio Board of Regents.



**RESOLUTION TO APPROVE ADJUSTMENT
TO FY 2000 CURRENT GENERAL FUND BUDGET**

WHEREAS, the FY 2000 Current General Fund budget was approved by the Board of Trustees; and

WHEREAS, increases in the Current General Fund budget are subject to approval by the Board of Trustees; and

WHEREAS, the University elected to defer the purchase of various goods and services in FY 1999 and now has determined that funds to support the deferred expenditures are available; and

WHEREAS, certain planned FY 2000 expenditures were not initially proposed in the FY 2000 budget pending determination of the FY 1999 Current General Fund end-of-year balance; and

WHEREAS, FY 1999 Current General Fund end-of-year balances are now known and are sufficient to support the planned FY 2000 expenditures;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the use of funds from the Reserve for Closed Purchase Requisitions for the purchase of deferred goods and services and the use of the FY 1999 Current General Fund end-of-year balance to provide for the planned FY 2000 expenditures; and

BE IT ALSO RESOLVED, that the Board of Trustees does hereby approve an increase in the FY 2000 Current General Fund budget up to \$1,457,844 as shown on the attached Exhibit B, subject to audit adjustments.

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Exhibit B



**CURRENT GENERAL FUND
FY 1999 PROJECTED USES OF REMAINING BALANCES**

PROJECTED CARRY FORWARD BALANCE TO FY 2000

\$1,457,844 **REMAINING AVAILABLE FUND BALANCE (AS OF 06/30/99
12TH PERIOD CLOSE INFORMATION)**

PLANNED EXPENDITURES FY 2000

\$500,000	RESERVE DEVELOPMENT
75,000	PRESIDENTIAL SEARCH
14,640	FEDERAL WORK STUDY CARRY FORWARD
63,488	UNIVERSITY RESEARCH COUNCIL GRANTS
49,500	PACER RESEARCH ACCOUNTS
213,021	DEFERRED PURCHASES
57,170	NCAA LEGAL SETTLEMENT
30,000	MEDIA SERVICES - LEASE PURCHASE
121,721	INSTRUCTIONAL EQUIPMENT
81,490	ACADEMIC COMPUTING ROLLOVER
128,671	COMPUTER/LAB FEES ROLLOVER
25,000	MASTERS OF PUBLIC HEALTH START-UP COSTS
<u>98,143</u>	<u>INSTITUTIONAL ENHANCEMENT</u>
<u>\$1,457,844</u>	TOTAL PLANNED EXPENDITURES

NOTES:

1. THIS ESTIMATE IS SUBJECT TO CHANGE PENDING REVIEW OF FINANCIAL INFORMATION THROUGH THE FINAL YEAR END CLOSE PERIOD.
2. ACCOUNTING/AUDITING ADJUSTMENTS THAT MAY STILL OCCUR BEFORE YEAR END IS FINAL:
 - A. ACCOUNTS RECEIVABLES
 - B. BAD DEBT ALLOWANCE
 - C. SICK LEAVE CONVERSION
 - D. ACCOUNTS PAYABLES



**RESOLUTION TO APPROVE ADJUSTMENT
TO FY 2000 AUXILIARY ENTERPRISES BUDGETS**

WHEREAS, the FY 2000 budgets for the auxiliary enterprises were approved by the Board of Trustees; and

WHEREAS, increases in the budgets for auxiliary enterprises are subject to approval by the Board of Trustees; and

WHEREAS, the University elected to defer the purchase of various goods and services in FY 1999 and has now has determined that funds to support the deferred expenditures are available;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the use of funds from the Reserve for Closed Purchase Requisitions for the purchase of deferred goods and services; and

BE IT ALSO RESOLVED, that the Board of Trustees does hereby approve an increase in the FY 2000 budgets for the respective auxiliary enterprises as shown on the attached Exhibit C.



**FY 1999 BALANCE FORWARD TO
SUPPORT AUXILIARY ENTERPRISES
PURCHASE REQUISITIONS**

Housing		
A000 - 013 - 5000	\$77,133.54	
Kilcawley Center		
A003 - 013 - 5100	\$79,442.95	
Athletic Director		
A005 - 014 - 5303	\$2,237.14	
Training Room		
A005 - 014 - 5308	\$2,498.24	
YC - Administration		
A099 - 014 - 5603	\$9,000.00	
YC - Football		
A099 - 014 - 5619	\$4,484.50	
YC - Century Cage		
A099 - 014 - 5631	<u>\$12,670.00</u>	

TOTAL FOR AUXILIARY \$187,466.37



RESOLUTION TO ACCEPT DEVELOPMENT GIFTS



UNIVERSITY DEVELOPMENT (SEE ATTACHMENT 1)

WHEREAS, Board policy provides that the President shall compile a list of gifts to the University for each meeting of the Board of Trustees and present the list accompanied by his recommendation for action by the Board; and

WHEREAS, the President has reported that the gifts as listed in Exhibit D attached hereto are being held pending acceptance and he recommends their acceptance;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept these gifts on behalf of Youngstown State University and requests that the President acknowledge the acceptance of these gifts and express our gratitude for their generosity in support of the University.

WYSU-FM (SEE ATTACHMENT 2)

TOTAL	NUMBER RECEIVED	
2,441,833.00	704	CASH
2,441,833.00	704	TOTAL

MAAG LIBRARY (SEE ATTACHMENT 3)

TOTAL	NUMBER RECEIVED	
2,500.98	11	CASH
N/A	3,878	NON-CASH

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**EXECUTIVE SUMMARY
GIFTS
FOR THE PERIOD APRIL 1 - JUNE 30, 1999**



UNIVERSITY DEVELOPMENT (SEE ATTACHMENT 1):

	NUMBER RECEIVED	TOTAL
CASH	649	\$351,755.63
NON-CASH	<u>8</u>	<u>20,433.76</u>
TOTAL	657	\$372,189.39

WYSU-FM (SEE ATTACHMENT 2):

	NUMBER RECEIVED	TOTAL
CASH	704	\$ 44,183.00
TOTAL	704	\$ 44,183.00

MAAG LIBRARY (SEE ATTACHMENT 3):

	NUMBER RECEIVED	TOTAL
CASH	11	\$ 2,004.96
NON-CASH	<u>3,879</u>	<u>N/A</u>
TOTAL	3,890	\$ 2,004.96



**YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES
UNIVERSITY DEVELOPMENT GIFT LIST
FOR THE PERIOD OF APRIL 1 - JUNE 30, 1999**

DESCRIPTION	NUMBER OF GIFTS	TOTAL
Cash	649	\$351,755.63
Non-Cash	<u>8</u>	<u>20,433.76</u>
Total	657	\$372,189.39

RANKING OF CASH GIFTS:

	NUMBER RECEIVED	TOTAL
\$5,000+	15	\$254,963.73
\$1,000 - \$4,999	30	44,592.80
\$500 - \$999	28	15,437.90
Below \$500	<u>576</u>	<u>36,761.92</u>
Total	649	\$351,755.63

Mr. Thomas M. Fabek
Robert & Joan Corfield
James T. Chengetis, M.D.
Boardman Rotary Club
Boardman Civic Association
Fred & Anna Bentfeld

Bell Atlantic Foundation
Bruce & Nancy Bechly
Dr. Mary J. Besubien
AT & T Foundation
American Legion Post #236
American Business Women's Association

Ladies of the Painesville Elks No. 549
Mr. Robert P. Mayberry
Dr. Anthony & Irene Mehle
Meritor Automotive, Inc.
Newman Center
Ohio Association for the Education of
Young Children
Ohio Contractors Association
PCI

Below \$500

Anonymous
Ms. Marjorie Abel
Ms. Janice E. Adams
Dominick J. Aimino, Jr.
Deborah Alexander & Lou Barranti
Mr. Carl Alexoff
Ms. Christine Amendola
Ameritech Foundation
Andersen Consulting Foundation
Mr. Fred L. Anderson
Mr. William R. Anderson
Armstrong Foundation
Ms. Katy L. Arnold
Peter & Helen Asimakopoulos
Eugenia & Richard Atkinson
B & B Contractors & Developers, Inc.
in memory of Carmel C. Lucarell
Mr. Bruce E. Bable
Keith & Mary Ann Bacon
Mr. George H. Bagnull
Mr. Joseph M. Baich
Mr. Barry N. Baisden
Mrs. Janet G. Baker
Ms. Phyllis J. Bako
Pamela & Stephen Balent
Col. & Mrs. Howard G. Balogh
Mr. Keith M. Barkett
Ms. Laureen S. Barnhart
Mrs. Phyllis A. Barolsky
Dan & Julia Barton
Jack & Joan Beatty
Dr. Servio T. Becerra

Procter & Gamble Matching Gift Program
Ms. Filomena A. Riccioni
Ruritan National Foundation
Mr. Robert A. Sherman
Mr. Edward Skriner
St. Christine Parish Religious Education
Office
Sun America Inc.
Youngstown Men's Bowling Association

Mr. Joseph E. Becker
Rand & Eleanor Becker
John D. & Jo Ann F. Beeghly
Mrs. Mattie P. Bell
Harry & Patricia Benetis
Mrs. Joy Y. Berteotti
BF Goodrich Company
Mr. Terrence Bilkey
Dr. William & Maureen Binning
Frederick & Susan Birkholtz
Mrs. Betty C. Birrell
Mr. Robert M. Birskovich
Carl & Martha Bishop
Ms. Alana J. Bittner
Ms. Carole A. Bixler
Donald & Bernice Blair
Dr. & Mrs. Louis Bloomberg
Paul & Pamela Bobersky
Ms. Betsy R. Bodine
Ms. Beverly S. Bohach
Mrs. Mildred D. Booth
James & Jacqueline Borak
Joseph & Sherri Bova
Mr. David E. Bowen
Mr. Thomas R. Bowser
Mrs. Hedy Noel Brales
Kenneth & Frances Brayer
William & Beverly Breslyn
Mr. Robert A. Brooks
Dr. David & Mary Brown
Mrs. Julianne G. Brown
Steve & Deana Bundlie

Daniel & Ann Burke
Dr. Charles R. Bush, III
Donald & June Byo
Phillip & Denise Cagigas
Mr. Patrick W. Calhoun
Ms. Nicole M. Campana
Gordon & Betty Campbell
Ms. Robin L. Campbell
Peter & Ruth Ann Cannell
John & Carol Carney
Michael & Linda Carney
Mrs. Isabelle A. Casanta
Joseph & Beth Ceremuga
Ms. Margaret J. Chambers
Joseph & Amelia Chance
Mr. Ryan A. Channell
Terry & Melodee Chapin
Mr. Wendell S. Chapman
Conrad & Irma Chiarcos
Mr. Peter N. Chlumecky
Ms. Karen A. Choppa
Joseph & Cynthia Christopher
George & Janet Churm
David S. Cisine, Jr.
Mrs. Alice B. Citano
Ms. Barbara A. Clemente
Clopay Corporation
Mr. Larry L. Coburn
Mr. Howard P. Cohen
College Club West Scholarship Fund
Mr. David L. Collins
Commercial Intertech Corporation
Comsat Corporation
Randall & Tamara Cooke
LTC Daniel & Janice Cooley
Coopers & Lybrand Foundation
Dr. Thomas A. Copeland
George & Julie Cover
Mr. James R. Cox, Jr.
Ms. Marsha S. Cozzo
CPA Wives Auxiliary
Crane Foundation
Mr. William D. Crawford
Col. Joseph & Peggy Cretella
Mrs. Patricia C. Cronin

Mr. S. Allen Csiky
Mr. Wallace L. Cunningham
Mr. David B. Daugherty
Franklin & Dolores Davidson
Ms. June A. Davies
Mr. Christopher J. Davis
Mark & Kathy Davis
Ms. Teresa W. Davis
Ms. Linda L. Davis-O'Leary
Nicholas & Joyce DeCarbo
Mr. Bassam M. Deeb
Mrs. Lisa L. DeFuria
Ms. Frances DeJute
Ronald DeLisio, Sr.
Dr. Ivania del Pozo
Dr. Theodosius & Dorothy Demen
Ms. Ida Deniro
William & Linda Derdock
Daniel & Kathryn Deskin
Mr. Ray A. DiDonato
Capt. John A. Dinger, Jr., USN Ret.
Thomas & Marilyn DiSante
Ernest & Dorothy Dodson
Ms. Cynthia J. Dolph
Dr. Leslie & Eva Domonkos
Mrs. Paula A. D'Onofrio
Dr. David J. Dortin
John & Loretta Dotson
Leo & Pauline Downey
Bradford & Susan Downie
Mr. Michael P. Doyle
Atty. Ted & Kelly Dravis
Edward & Linda Dressel
Mr. John Drotleff
Mr. William Dunmire
Mr. Cary R. Efaw
Mr. Allen J. Ehas
Mr. Frank H. Einsiedel
Ms. Mary E. Elia
Jeffrey & Kimberly Ellis
Emerson Electric Company
Kent Engelhardt & Beth Hargreaves
John & Irene Evans
Ms. Rose Fabek
Mr. Edward V. Fabrizio

Dennis & Patricia Fagundes
Jack & Joan Fahey
Mr. Leonard J. Farberman
Mr. Jack G. Feldstein
Mr. Cyril M. Ferenchak
Mr. Jeffrey Ferezan
Mr. Arthur W. Ferguson
Randall Ferguson & Germaine Santon
Mr. James J. Ferraro
Rev. Pat B. Ferraro
Ms. Michele H. Ferre
Ms. Karen L. Finlen
Thomas & Christina Firnhaber
Ms. Melody Ann Fitch
Mr. Kenneth H. Fitzgerald
Mr. Greg P. Fitzpatrick
Mr. Paul 'Pete' Fitzsimmons
Ms. Delores Fleming
Mr. Carmen D. Fortunato
Mr. Joseph W. Fowler
Michael & Valerie Foxman
Mrs. Elaine M. Franks
Ms. Frances M. Frantz
Ms. Teresa E. Frantz
Mr. Adam E. Frey
Mr. John F. Fularz
Steve & Jane Furgas
Ms. Julienne D. Gagliardi
Karen & Bernard Galehan
Mr. Jerry L. Gamertsfelder
Delta Kappa Gamma
Ronald & Susan Garchar
Mr. David N. Garden
Dennis & Esther Gartland
Thomas III & Kimberly Garzanich
Mr. James M. Gasior
Ms. Bonita L. Gauding
Sanford Gaylord, M.D.
Dr. David C. Genaway
Giannos Candy
Mr. Gus J. Giannios
Dr. Janet A. Gill-Wigal
Miss Deborah K. Gleason
Jack & Joan Gocala
Mr. William E. Godward

Golden Key National Honor Society
Good Hope Lutheran Church
Goodyear Tire & Rubber Company
Ms. Maxine J. Gordon
Jody & Diana Gould
Mr. Richard N. Governor
Ms. Karen S. Green
Ms. Donna J. Greenaway
Mr. Daniel A. Gregan
Mr. Joseph L. Gregory
Richard & Alma Griffiths
Mr. Thomas R. Grimm
Ms. Judith Gross
Ms. Laura A. Gross
John & Alberta Grove
Dr. Joseph P. Grunenwald
Ms. Kathleen R. Gudgel
Mr. Frank P. Gugliotta
Ms. Sarah A. Gunn
Mr. Salvador V. Gurgiolo
Robert Hagan & Michele Lepore-Hagan
Joseph & Veronica Hall
Wes & Pat Hall
William & Patricia Hamill
Ms. Gail M. Hammett
Dr. Bernard J. Hamrock
Mr. William J. Hanlon, Jr.
Ms. Ann G. Harris
Mrs. Florence Harshman
Richard & Linda Hart
Terry & Jini Hawk
Mr. Harvey H. Haynam, Jr.
William & Dolores Heckathorn
Mr. Robert N. Heller
David & Ruth Herbert
Ms. Diane Herdman
Mr. Robert G. Hewitt
Steven & Dona Hewitt
Ms. Janelle Hideg
Highway Rubber Products Corporation
Mr. William L. Hilliard
Mr. Stephen J. Hlaudy
Ms. Mary E. Hlivak
Mr. Joseph M. Hollern
Ms. Diana L. Holzer

Kenneth & Patricia Horvath
Dr. S. Cary & Noreen Huber
Mr. Robert L. Hull
Mr. John E. Hurst
Italian American Post #3
Joseph & Vicky Italiano
J & L Specialty Foundation
Estate of Herta Jackson
John & Suzanne Jackson
Dr. Jean A. Jaeger
Mr. David R. Janofa
Mr. John M. Janosik
Mr. Michael J. Janovick
Frank & Avera Jayne
Mr. William A. Jensen, Sr.
Dean & Christine Jickess
Ms. Jaime L. Joerndt
Clifford & Lillie Johnson
Mr. Daniel B. Johnston
Ms. June F. Jones
Bruce & Karen Joseph
Mr. Louis P. Joseph
Mr. Tony Joy
Ms. Mary Jo Joyce
Mr. Richard Juvancic
David & Barbara Kaminsky
Morris & Elizabeth Kaplowitz
Mrs. Katherine Kartalis
Dr. Peter J. Kasvinsky
William & Judith Kata
Mr. Ned J. Kaufman
Ms. Denise M. Kearns
Ms. Darlene J. Kelly
Gerald & Mollie Kessler
Mr. Gerald C. King
Jason & Meredith Kitchen
Mr. David G. Klein
Gary & Teresa Klembara
Mr. Werner L. Kling
Mr. Geoffrey L. Knight
Mrs. Nancy L. Knight
Mr. Robert L. Kocan
Stephan Koknat & Brigitte Ramos
David & Terrie Konik
Frank & Mary Ann Konya

Mr. David L. Korb
Mr. John R. Kotchmar
Mr. William G. Koziar
Joseph & Ethel Kripchak
Ms. Marie Daniels Kruppa
Mr. Peter M. Kruppa, Jr.
Mr. Anton J. Krutsch
Stephen & Linda Kurta
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Total Cash Contributions:

\$351,755.63

NON-CASH CONTRIBUTIONS

Aladdin's Eatery	296.00	Food for Hou Rong Reception
Boardman Steel, Inc.	3,610.00	Frame for Softball Scoreboard
East Ohio Gas Company	200.00	Savings Bond for Physics Olympics
Lamar Advertising	2,100.00	Billboard for SMARTS Program
Sebastiani Trucking Company	1,500.00	Road Salt for Facilities
Tri-County Wholesale Distribution Inc.	52.76	Beverages for Dean McCloud's Reading at The Butler
Youngstown State University Foundation	12,650.00	Youngstown City Lot Numbers 3273, 9121, 9122, & 12620
YSU Arby's Restaurant	25.00	Savings Bond for Physics Olympics
Total Non-Cash Contributions:	\$20,433.76	



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<u>DESCRIPTION</u>	<u>NUMBER OF GIFTS</u>	<u>TOTAL</u>
Cash	704	\$44,183.00
Total	704	\$44,183.00
 RANKING OF CASH GIFTS:		
	<u>NUMBER RECEIVED</u>	<u>TOTAL</u>
\$1,000 - \$4,999	1	1,080.00
Below \$500	<u>703</u>	<u>\$43,103.00</u>
Total	704	\$44,183.00

Savings Bond for Physics Olympics	25.00
Youngstown City Lot Numbers 3277, 9121, 9122 & 12620	12,620.00
Reading at The Butler	
Beverages for Dean McCloud's	22.76
Road Salt for Facilities	1,500.00
Lamar Advertising	
Billboard for SMARTS Program	2,100.00
Savings Bond for Physics Olympics	200.00
Frame for Softball Scoreboard	3,610.00
Food for Hon Rong Reception	296.00
Total Non-Cash Contributions:	250,433.76

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DESCRIPTION NUMBER OF GIFTS TOTAL

Cash 11 \$2,004.96

Non-Cash Gifts 3,879 N/A

Total 3,890 \$2,004.96

RANKING OF CASH GIFTS:

NUMBER RECEIVED TOTAL

\$1,000 - \$4,999 1 \$1,000.00

Below \$500 10 \$1,004.96

Total 11 \$2,004.96

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CASH CONTRIBUTIONS BY CATEGORY

Beckman Memorial Collection

Dr. Paul E. Beckman in memory of Mary & Mark Beckman

Candace Gay Memorial Fund

Dr. Thomas Gay in memory of Candace Gay

Miscellaneous

Virginia Chiarello in memory of Donald G. Ontko
 Donna Esterly in memory of Larry J. Walker
 Larry & Donna Esterly in memory of Josephine Crotty Binning and Dr. Sanford Hotchkiss
 Richard & Sally Gunn in memory of Eric Butch, John Edward Fee, Tom & Betty McCarthy,
 Cornelius A. Murray, Maria Sokil Rudnytsky, Samantha Tod Stanier, and Mildred Vahey
 Helen Morgan in memory of Dottie Fagan
 Susan Petras in memory of Rose Riccioni
 Pittsburgh Conference on Analytical Chemistry & Applied Science
 in honor of Chris Ciolli
 Hildegard Schnuttgen
 Rob & Jacque Truitt in memory of Paul R. Gratz

Total Cash Contributions **\$2,004.96**

NON-CASH CONTRIBUTIONS

Books

Anonymous	Dr. Robert Carr
Thomas Atwood	Case Western Reserve University
Louise Aurilio	Thomas Cheezum, II
William & Margaret Baker	Dr. Hai Yang Chen
John & Joan Barnes	Church of Scientology International
Allison Brungard	Irwin Cohen
Cathy Cardwell, Thomas Kiger, Lee-Ann McAllister, & Dr. David Pollack	Coiny Publishing L.A. Crockett

College of Business Administration	Edward Locke
College of Education	Low Countries
College of English Association	Angela Mudrak
Andrew Dzuracky	P. Munro
Thomas Fabek	National Association of Life Underwriters
Dale W. Fishbeck	National Dean's List
Florida Shore & Beach Preservation Assoc.	Ohio Coalition for Equity and Adequacy
Friends of the Foundation for Free Culture	Ohio State University
Mercedes Golonko	Program in Korean Studies
Michael H. Graham	Prometheus Books
Mel G. Grinspan	Dan & Dr. Mary Jo Reiff
Beverly Grimes	Dr. Robert Secrist
Daryl D. Gross	Dr. Morris Slavin
John Holcomb	Sogo-Way
Hongwanji International Center in Kyoto	Michael Spath
Hunyadi Books	Dr. Sharon Stringer
John Thomas Ilas	Timken Company
Henry Kohoutek	Trapper Publications
Robert L. Kurtz	University of Miami School of Law
Ron & Patty Gilky	University for Life
Paul Leeba	Vegetarian & Vegan Association
Dr. Linkhorn	Mary & Dr. Mark Womble
Dr. Sherry Linkon, Dr. Sharon Stringer &	Washington College
Dr. Julia Thomas	J.B. Wilkenson
Total Books:	2,493

Miscellaneous

Louise Aurilio
 William & Margaret Baker
 Carol Brill
 Thomas Cheezum, II
 Dr. Hai Yang Chen
 Estate of Dr. John J. McDonough
 Extremely Limited, Inc.
 Dr. Sharon Stringer

Total Miscellaneous Items: 1,386



UNIVERSITY GUIDEBOOK

Subject: Acceptance of Loaned Property/Courtesy Car Program

Developed by:	C. Vernon Snyder	Authorized by:	Leslie H. Cochran
Title:	Vice President Development and Community Affairs	Title:	President
Date:	May, 1999	EFFECTIVE:	

Policy: The University may accept loans of vehicles and other property to be used in support of its activities and programs. In accepting such loans, the University is authorized to make any appropriate expenditure for the protection and maintenance of such property.

RESOLUTION NUMBER: YR 2000

Parameters:

- The Vice President for Development and Community Affairs determines the number of cars that should be included in the Intercollegiate Athletics Courtesy Car Program. In cooperation with the Executive Vice President, the Vice President for Development and Community Affairs will establish the number of vehicles to be covered by insurance.
- The Executive Director of Intercollegiate Athletics is responsible for assigning the vehicles to specific individuals.
- The Vice President for Development and Community Affairs is responsible for signing the lease agreements for all of the vehicles in the Courtesy Car Program.
- The Executive Director of Intercollegiate Athletics has primary responsibility to notify the Director of Environmental and Occupational Health and Safety each time vehicle changes are made so that the insurance coverage can be modified accordingly.
- Leases must be in the University's name so that the vehicles can be covered by the institution's insurance policy.



Procedures

1. Prior to picking up a courtesy car from the dealership, authorized coaches and athletic personnel must complete the form, "Youngstown State University Agreement Concerning Automobile Insurance." This form is available in the Office of Intercollegiate Athletics Business or the Office of Environmental and Occupational Health and Safety.
2. The completed form must be signed and faxed to the Office of Environmental and Occupational Health and Safety for approval.
3. The Office of Environmental and Occupational Health and Safety will fax the form to the University's insurance carrier to secure insurance coverage.
4. The University's insurance carrier will mail a Proof of Insurance card to the Office of Environmental and Occupational Health and Safety. The card will be forwarded to the authorized driver of the vehicle. The card must be kept in the glove compartment of the vehicle at all times.
5. The Executive Director of Intercollegiate Athletics must inform the Office of Environmental and Occupational Health and Safety when the vehicle is returned to the dealership.
6. Each authorized driver must have attended the Defensive Driving course offered through the Office of Training and Development and received certification.

EXISTING POLICY—TO BE RESCINDED

RESOLUTION TO APPROVE
UNIVERSITY PUBLICATIONS POLICY



WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing University Publications, policy number 2012.01 of the University Guidebook, shown as Exhibit F attached hereto.

- 2.1 The President, or his designee, may be permitted to accept loans of vehicles and other property to be used by the University in support of its activities and affairs. In accepting such loans, the University shall be authorized to make any appropriate expenditures for the protection and maintenance of such property.

Agenda Item E.4.c.

Board of Trustees Meeting
September 10, 1999
YR 2000-



**RESOLUTION TO APPROVE
UNIVERSITY PUBLICATIONS POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing University Publications, policy number 5012.01 of the *University Guidebook*, shown as Exhibit F attached hereto.

I. The President, or his designee, may be permitted to accept loans of vehicles and other property to be used by the University in support of its activities and affairs. In accepting such loans, the University shall be authorized to make any appropriate expenditures for the protection and maintenance of such property.

Board of Trustees Meeting
September 10, 1999
YR 2000-

Agenda Item E.4.c.



UNIVERSITY GUIDEBOOK

Subject: University Publications

Developed by: Linda Lewis	Authorized by: Charles McBriarty
Title: Director University Relations	Title: Special Assistant to the President
Date: May, 1999	EFFECTIVE:

Policy: The Office of University Relations serves as the clearinghouse for all publications and other such communication vehicles that are developed for distribution to an external audience. As such, this office has oversight for all printed materials that represent official University programs and services.

RESOLUTION NUMBER: YR 2000

Parameters:

- Working in cooperation with the divisions of the University, the Office of University Relations has the responsibility to maintain consistency of presentation of all institutional publications.
- The Office of University Relations, in cooperation with the divisions, will facilitate the production of the various publications.

Procedures:

1. Departments planning a publication or other communication vehicle for internal or external distribution should complete a "Publication Request Form" available from the Office of University Relations. The completed form should be submitted to the appropriate chairperson/director, dean/executive director, and, as appropriate, the Provost or Vice President.
2. The form should be forwarded to University Relations well in advance of the anticipated publication due date. The amount of lead time needed may vary depending upon several factors, such as: complexity of the project (e.g., length, number of photographs, artwork) and the number of individuals involved in developing and reviewing the materials.
3. University Relations will arrange a meeting to discuss the needs, exchange ideas, and establish time lines. Budget sources for the project will be discussed at that time.

UNIVERSITY GUIDEBOOK



4. University Relations may contract the publication to outside sources.
5. Most often, the requesting unit will be responsible for furnishing suggested text for the publication. If requested, University Relations will prepare suggested text for the area's review and approval.
6. Appropriate artwork or photographs will be prepared in cooperation with the requesting unit.
7. After a first-draft proof of the publication is prepared, the requestor will review the proof, note any changes, and return the publication for preparation of a final proof.
8. The final proof will be submitted to the requesting unit who assumes primary responsibility for the content, accuracy, and completeness of information in the publication. University Relations assumes primary responsibility for grammar, punctuation, and overall appearance.
9. Additional procedures for using University symbols and related publication information can be found in *Graphic Standards Guidelines*, available in the Office of University Relations.
10. A unit may wish to develop materials; however, prior to the final draft, the materials should be submitted to the Office of University Relations for editing and review of graphic standards.

Procedures:

1. Departments planning a publication or other communication vehicle for internal or external distribution should complete a "Publication Request Form" available from the Office of University Relations. The completed form should be submitted to the appropriate chairperson/director, dean/executive director, and, as appropriate, the Provost or Vice President.
2. The form should be forwarded to University Relations well in advance of the anticipated publication due date. The amount of lead time needed may vary depending upon several factors, such as: complexity of the project (e.g., length, number of photographs, artwork) and the number of individuals involved in developing and reviewing the materials.
3. University Relations will arrange a meeting to discuss the needs, exchange ideas, and establish time lines. Budget sources for the project will be discussed at that time.



**RESOLUTION TO APPROVE
LICENSING OF UNIVERSITY NAMES
AND MARKS POLICY**



Subject: Licensing of University Names and Marks

Developed by: Linda Lewis
Title: Director
Date: May, 1999
Author: Charles McHenry
Title: Special Assistant to the President

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Licensing of University Names and Marks, policy number 5013.01 of the *University Guidebook*, shown as Exhibit G attached hereto.

- Royalties received through the sale of licensed items will be used for student academic scholarships.
- The Office of University Relations is responsible for monitoring the appropriate use of University names and marks to ensure that the institution is promoted positively and that the products meet quality standards.

Procedures:

1. Any individual, business, or organization interested in using the University name, nicknames, abbreviations, logos, seal, mascots, slogans, etc. should contact the Office of University Relations.
2. A copy of the intended design and the product on which it is to be displayed must be submitted to the Director of University Relations for review and approval.

3. Anyone planning to purchase goods or services incorporating the University name or other symbols should confirm that the vendor is an authorized licensee.
4. If appropriate, a licensing agreement will be executed between the University licensing agent and the individual, business, or organization.

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.4.d.



RESOLUTION TO APPROVE
UNIVERSITY NAME
AND MARKS POLICY
UNIVERSITY GUIDEBOOK



Subject: Licensing of University Names and Marks

Developed by: Linda Lewis	Authorized by: Charles McBriarty
Title: Director	Title: Special Assistant to the President
University Relations	EFFECTIVE:
Date: May, 1999	

Policy: The Office of University Relations is responsible for licensing and monitoring of the trade names, trademarks, and service marks of the University.

RESOLUTION NUMBER: YR 2000

Parameters:

- Licensing applies to the University's name, nicknames, abbreviations, logos, seal, mascots, slogans, and anything that is similar to these marks.
- Royalties received through the sale of licensed items will be used for student academic scholarships.
- The Office of University Relations is responsible for monitoring the appropriate use of University names and marks to ensure that the institution is promoted positively and that the products meet quality standards.

Procedures:

1. Any individual, business, or organization interested in using the University name, nicknames, abbreviations, logos, seal, mascots, slogans, etc. should contact the Office of University Relations.
2. A copy of the intended design and the product on which it is to be displayed must be submitted to the Director of University Relations for review and approval.
3. Anyone planning to purchase goods or services incorporating the University name or other symbols should confirm that the vendor is an authorized licensee.
4. If appropriate, a licensing agreement will be executed between the University licensing agent and the individual, business, or organization.

- RESOLUTION ON COMMITMENT TO DIVERSITY
5. In special instances, such as a limited distribution of an item that will not be sold for profit, licensing may be waived.
 6. Licensing guidelines and authorized licensee lists may be obtained from the Office of University Relations.
 7. Additional procedures for using University symbols and related information can be found in *Graphic Standards Guidelines*, available in the Office of University Relations.



Expression of Appreciation

The members of the Task Force on Diversity came together in an effort to address their mutual interests for human dignity and equality for all. Collectively, they contributed hundreds of hours to discuss and deliberate ways in which YSU and the community could strengthen their commitment to diversity. The University and Community are indebted to those listed below for their vision and commitment to make diversity a shared community strength. We are most appreciative of their efforts to help all of us shape a new future:

Bill V. Mullen	Oris Gordon	Abd-Dart Abdul Khasid
Frank Muller	Elaine B. Graves	Daryl Adams
Willie Oliver	Silvia J. Hyre	Nancy Bate
Barbara C. Oton	Jonathan Jackson	Robert J. Bebe
Joyce Pogany	Elaine Jacobs	Al L. Bright
Yasmin Rashid	Clara M. Jennings	Robert Bush
Jennifer Rohler	Robert Lisoto	Leslie H. Cochran
Mollie Seals	Julian Madison	Jocelyn Colvin
James Smith	Kimberly Manganti	Thomas S. Conley
Griff Thomas	Joseph Mansky	Debrae Crawford
Eloise Traina	Benjamin J. McGee	Bernie Cummins
Adam Trzypka	Anne M. McMahon	Robert L. Faulkner
Kevin E. Turner	Jennifer Miller	Suzanne Fleming
Marcia Rose Walker	Ronald Miller	Joseph L. Mosca
Florence Wang	Joseph L. Mosca	

COMMITMENT TO DIVERSITY

Youngstown State University
Community Task Force
on Diversity Report

August 1999

Agenda Item E.5.b.
Exhibit H

Expression of Appreciation

The members of the Task Force on Diversity came together in an effort to address their mutual interests for human dignity and equality for all. Collectively, they contributed hundreds of hours to discuss and deliberate ways in which YSU and the community could strengthen their commitment to diversity. The University and Community are indebted to those listed below for their vision and commitment to make diversity a shared community strength. We are most appreciative of their efforts to help all of us shape a new future:

Adh-Dharr Abdul Khaaliq	Otis Gordon	Bill V. Mullen
Darryl Adams	Elaine B. Greaves	Frank Muller
Shareef Ali	Tarnica Green	Carl Nunziato
Nancy Bare	Silvia J. Hyre	Willie Oliver
Robert J. Beebe	Jonathan Jackson	Barbara C. Orton
Al L. Bright	Elaine Jacobs	Joyce Pogany
Robert Bush	Clara M. Jennings	Yasmin Rashid
Leslie H. Cochran	Robert Lisotto	Jennifer Roller
Jocelyn Colvin	Julian Madison	Mollie Seals
Thomas S. Conley	Kimberly Manigault	Jama Smith
Delores Crawford	Joseph Mansky	Griff Thomas
Bernie Cummins	Benjamin L. McGee	Eloise Traina
Jean Engle	Anne M. McMahon	Adam Trzynka
Porfirio Esparra	Jennifer Miller	Kelvin E. Turner
Robert L. Faulkner	Ronald Miller	Marcia Rose Walker
Suzanne Fleming	Joseph L. Mosca	Florence Wang
Mary Isa Garayua		

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COMMITMENT TO DIVERSITY

As a nation, we must focus on creating a more perfect union through the development of a better understanding of the diverse nature of our society. This premise lies at the heart of a joint university/community effort to recognize the human diversity that is our strength in the Mahoning Valley.

The challenges faced by Youngstown State University in the area of "diversity" are not unlike those faced by colleges and universities nationwide. While the University of Michigan is often cited as one of the few exceptions, the record of most colleges and universities on diversity is poor. Despite efforts in recent years, YSU has yet to embrace fully the meaning of diversity both in its campus environment and in its relationship with the community. Progress has been made in terms of process and procedures, but still there is much to be accomplished. The University must play a pivotal role, too, if the community is to reach its fullest potential as a diverse society. Collaborative efforts are needed to create a sense of community where all citizens are equally valued and accepted.

The members of the task force are community leaders and University faculty, staff, and students. They represent various races, ethnicities, religions, genders, sexual orientations, ages, and physical abilities. The group has drawn upon these differences to provide direction for the University and the community it serves. Diversity is its strength as it is the strength of our community.

The first group effort was to define diversity, as follows:

As people interact with one another, they develop and exchange a diverse set of identities. These identities—including, among others, gender, race, ethnicity, culture, sexual orientation, religion, varying physical and mental abilities, class, age, education, profession, and regional identity—carry socially constructed meaning and value. Each of us brings multiple identities to the organizations and communities of which we are a part, forming a mosaic that allows us to retain our individuality while contributing to collective purposes and achievements.

The health and well-being of any society depends on its members appreciating the entire mosaic of which they are a part. We need to actively oppose all discriminatory practices and to develop and support organizations that reflect and empower diverse perspectives.

YSU seeks to work in collaboration with the larger community of which it is a part to provide leadership in the attainment of these goals and to foster educational, economic, and social opportunity for all citizens of our community.

DIVERSITY PLAN OF ACTION

The Task Force on Diversity initiated its work with the acknowledgement that it is not uncommon for such groups to produce extensive recommendations that generate little change. While most reports are written with great care, represent the excitement of the participants, and express strong commitments, they are commonly plagued with several pitfalls—recommendations must be approved, membership commitment is lost, support structures are not in place, etc.

To circumvent these and other implementation shortcomings, the Task Force on Diversity was conceived with different assumptions. First, the role and planned direction of the Task Force was shared with the YSU Board of Trustees to ensure, in advance, their commitment and endorsement. Second, an interactive process was established so that preliminary Task Force recommendations were referred back to the various campus committees/councils for discussion. Third, recommendations were translated into specific actions. Finally, these outcomes and necessary implementation structure were approved by the University President and referred back to the Task Force for refinement.

The plan of action that follows requires no additional review or approval. The necessary commitments have been made, structures have been created, strategies and actions have been detailed, and evaluation and review mechanisms have been put in place. The lone task that remains is for the campus/community leadership to move forward with the implementation of the plan. This action assumes a broad-based commitment from various individuals and groups to ensure the success of the six distinct, but interrelated, diversity plan components that focus on

- Administrative commitment and support
- Community-based interaction
- University academic enhancements
- University employment practices
- University diversity improvements
- University student recruitment and retention

Administrative Commitment and Support

One of the most critical ingredients to ensure success of the diversity plan of action is a sustaining commitment of the University Board of Trustees and the strong, assertive leadership of the University President. These qualities are particularly important over the next few years as a new president assumes overall campus leadership. The compelling nature of the diversity challenge demands a sustained commitment from all segments of the campus. Similarly, the implementation of the various support structures and training will be crucial to the institutional effort to produce systemic change in the campus culture.

Board of Trustees. In September 1999, the Board of Trustees approved a resolution officially affirming its commitment to the short-term action and long-range strategies delineated in this report. The commitment of the YSU Board of Trustees to embrace and endorse the institution's expanded diversity initiative was fundamental to the creation of the Task Force on Diversity. Likewise, it is critically important to maintain this level of interest and increase the level of commitment in the years ahead to the principles of diversity.

Each year the Board's Equal Opportunity Committee will assess the institution's objectives and actions to ensure sustained progress toward the identified diversity goals. Copies of this report and other support materials will also be shared with new Board members so they can become fully apprised of the role of the Board in ensuring fulfillment of the diversity plan of action. In addition, on a regular basis, reports, articles and other pertinent diversity materials will be shared with all Board members so they can become familiar with changes and issues being addressed on statewide and national levels. A special effort will regularly be made to engage Board members in campus training sessions and other activities designed to increase awareness and appreciation of the values of a diverse campus environment.

Presidential Leadership. The University president's leadership role is fundamental to the success of the existing diversity plan of action and its successors. The expanded effort as described in this report was initiated by the outgoing president with the full awareness that the issues embodied in this phase were so sensitive that it was unlikely that the new president would be able to initiate such a process. It was recognized that it would be much easier for the incoming president to maintain and expand the diversity focus. Further, it was acknowledged that, if delayed, a new commitment to diversity would likely have to compete with other agendas that would be before the campus and new president in the years ahead.

In 1999-2000 academic year, the support structures essential to sustain the University's commitment to diversity began to be put in place. This includes the creation of a University/Community Diversity Council, University Diversity Council, the Office of Diversity Activities, the Coordinator of Diversity Activities, and a series of new initiatives detailed throughout this report. A section focused on diversity goals and objectives will be integrated into each of the University's divisional annual objectives. Additionally, each executive and administrative officer (provost, vice presidents, deans, and executive directors) will be asked to describe specific diversity actions that will be annually assessed. The review of these priorities will have a direct impact on their annual performance/merit evaluations.

It is expected that future presidents will provide more than symbolic leadership of the University's expanded diversity commitment. The community needs strong leadership and a spokesperson willing to advocate the virtues of human dignity and the human capacity of all. On campus, diversity issues need to be placed at the forefront of the institution's agenda for the future. Budgets supporting diversity initiatives will need to be increased. Commitments made at all levels will need to be made part of the life of the University. Training programs will need additional attention. And, most importantly, the institution will need to learn how to transform its diversity into an organizational strength.

Office of Diversity Activities. The Office of Diversity Activities will serve as the primary institutional agent to promote, advocate, and evaluate diversity-related issues and agendas. The diversity commitment must be shared by all, and the responsibility for actual program implementation must be extended to all segments of the campus. However, the Office will serve as a clearinghouse and point of coordination and communication for all diversity-related activities.

The purpose of the Office of Diversity Activities is to advance diversity and promote a positive climate for differences of race, gender, sexual orientation, religion, age, and physical ability on campus and in the community. The Office is being created in an effort to foster meaningful relations between the University and the varied populations it serves, with the long-range goal of preparing YSU students who can be effective leaders and productive citizens in the culturally-diverse twenty-first century. As new issues and challenges arise, a listing of communication channels will be made available to University administrators, faculty, staff, students, and community members and leaders so responses and initiatives can be promoted in an effective manner.

The Office of Diversity Activities is designed to promote the vision of equity and social justice, addressing the mission of the University and reflecting the diversity of the community. The Office will serve an integral role in supporting academic program initiatives, developing and implementing special diversity programs, projects and cultural events; influencing institutional policy; fostering faculty, staff, and student recruitment, retention and development activities; and serving as a liaison with external corporate, public, and private organizations.

Coordinator of Diversity Activities. The Coordinator of Diversity Activities position was first included in the 1999-2000 budget. The coordinator will report directly to the President and be responsible for the overall implementation and evaluation of the diversity plan of action. More specifically, the position description for the coordinator includes the following charge:

- Assist the University community in the preparation and implementation of diversity and multicultural awareness programs; serve as a clearinghouse for issues related to diversity and multiculturalism for the University; and work collaboratively and in conjunction with the urban community to promote understanding of and support for diversity in the University.
- Provide leadership and direction in support of campus diversity initiatives; serve as a resource for faculty, staff, and students. Coordinate leadership training and facilitate interaction with various groups and campus organizations. Assist with the implementation of diversity programs by providing integrated support services and developmental programs.
- Provide pro-active campus-wide leadership in the area of diversity. Recommend institutional policy, procedures, priorities, and practices. Provide advice and support for academic program and curriculum initiatives. Develop and implement special programs, projects, and events in conjunction with the multicultural and adult learner coordinators in the Center for Student Progress; student groups representing various races, nationalities, sexual and gender orientation; and the Office of Disability Services.
- Work with various University units to develop model diversity programs.
- Provide assistance, recommendations, and plans for the fostering of faculty, staff, and student recruitment, retention, and development activities.
- Provide leadership to college and department diversity committees in planning and programming initiatives. In concert with the Training and Development Unit, develop and conduct training programs for employees and students in areas related to diversity.

- Actively seek and apply for grants and external funding focused on the enhancement of an understanding and respect for diversity issues.

University Diversity Council. The University Diversity Council will serve as the institution's primary forum for the open discussion of diversity-related issues. The Council will be chaired by the President, and the Coordinator of Diversity Activities will serve as the Council's secretary. The Council will be composed of the following:

- 6 - Faculty members appointed by the corresponding college deans
- 5 - Two staff members appointed by each of the Youngstown State University Association of Classified Employees and Youngstown State University Association of Professional/Administrative Staff presidents and one member by the Fraternal Order of Police of Ohio, Inc. director
- 3 - Students appointed by the Student Government President
- 5 - Community, alumni, and staff members appointed by the President

To ensure continuity, the primary source of initial appointees will be from the members of the Task Force on Diversity. Staggered term appointments of one to three years will be made. Additional individuals may be involved in the work of the Council through its subcommittee structure.

The charge to the Council will be to 1) promote open dialogue among students, faculty, staff, and community members, 2) monitor the implementation of the diversity plan of action, 3) develop recommendations and other diversity projects, and 4) conduct an annual assessment of diversity activities that is submitted to the University community.

Diversity Training and Development. One of the critically important functions of the University is to provide comprehensive training and development activities for all of its employees. A long-term goal must be that every employee becomes fully cognizant and supportive of a diverse campus environment. Idealistic as this may seem, it is important that the University make sustained progress toward this goal. It is anticipated that some time in the future diversity training will be an expectation for all. In the diverse multicultural world of this next century, every employee and citizen of our community will need to understand, appreciate, and support what may now seem, by some, to be aggressive moves toward creating a diverse learning/working environment.

As a starting point, the Training and Development unit will be asked to develop a broad array of activities designed to enhance the diversity awareness of all employees. Orientation programs for new employees will incorporate the principles conveyed in diversity sensitivity training for all employees. The Diversity Certificate component of the new Employee Certification Program will need to be expanded. Likewise, the diversity component of the new

General Education Requirement will need sustained attention. As these initiatives evolve, the University Diversity Council will annually evaluate the success of these efforts and detail specific programs/activities that need to be implemented.

Community-Based Interaction

While it is expected that the University will commit most of its energy and resources to addressing internal diversity issues, it is paramount that individuals within the University community assume an expanded community leadership role. The University needs to create structures and support activities that foster open dialogue, discussion, and activities. The University needs to serve as a catalyst to stimulate openness to individuals different from one's daily acquaintances. It needs to create programs and provide services that extend the educational opportunity of all citizens in the community.

University/Community Diversity Council. The University/Community Diversity Council will serve as the formal interface between the University and the Community. The Council will be co-chaired by the YSU President and a community representative and will meet at least quarterly. The University Coordinator of Diversity Activities will serve as the Council's secretary. The primary purpose of the Council is to serve as an open forum to discuss diversity issues that affect the community and the University. In more specific terms, the Council's charge is to:

- Define, develop, and maintain diversity connections between the Community and the University.
- Promote collaboration, cooperation, and partnering activities to employ or use resources for the betterment of the community.
- Broaden the community's knowledge of diversity opportunities by serving as a clearinghouse for information.
- Make recommendations for change and expand leadership in promoting constructive diversity agendas.
- Monitor, evaluate, and recommend University/community-based plans and actions.
- Annually, assess and evaluate progress made toward achieving the goals of diversity, and issue a report to the expanded community.

Initially, the primary membership of the Council will include members of the Task Force on Diversity. Appointees will serve staggered-term appointments of one to three years. The composition of the Council will be representative of those identified in the definition of

diversity, with balanced representation from the business, education, public/government, religions, and social sectors. The twenty-member Council will have five representatives each from Mahoning and Trumbull Counties, Youngstown State University, and collectively the counties of Columbiana, Lawrence and Mercer. The level of involvement with the Council will be extended through the use of subcommittees and special task forces.

University-Sponsored Community Activities. Annually, the University currently provides literally hundreds of activities, programs, and services to various community agencies, groups, and individuals. Most of these activities serve as a natural extension of the program specialties, institutional capabilities, and individual competencies present on campus. There are currently a few programs, however, that place a special emphasis on diversity. For example, the Williamson College of Business Administration co-sponsors the Partners for Workplace Diversity initiatives, including educational and training workshops, the "Diversity Works" week each fall, and the diversity track of the Human Resource Conference each spring. The YSU Foundation funds the Minority Internship Program. The Department of Materials Management (Purchasing) regularly conducts minority vendor sessions. In addition, the Division of Student Affairs hosts the Multicultural Expo, Hispanic Awareness Week, and the newly funded Multicultural Film Series. The University is actively involved in the "Partners for Workplace Diversity" initiative in the Mahoning Valley community. To build upon and expand these successes, the University will initiate six new outreach efforts over the next two years:

1. The deans in each of the academic colleges will form at least one Faculty Diversity Team to work as volunteer groups in the area schools on the development of educational programs relating to matters of diversity.
2. The Office of University Relations, in concert with area media representatives, will form a Diversity Communications Committee to create a network approach to promoting and highlighting diversity issues, events, and activities.
3. The Office of Diversity Activities will create a diversity-oriented communications network (e-mail, mailing lists, etc.) of community groups, social agencies, and religious centers so YSU information, programs, and services can be shared on a regular basis.
4. The Metropolitan College, in cooperation with local AARP chapters, will form a seniors advisory committee to plan an expanded "Senior Lecture Series," that can be scheduled on campus and at the various Metro sites in the community.
5. The Office of Diversity Activities, in cooperation with campus and community groups, will establish and sponsor a Community Diversity Program Series to be held at various off-campus locations.

6. The Office of University Relations will compile and distribute a directory of faculty, staff, and students willing to speak, volunteer, or work with individuals on various diversity-oriented activities.

University Academic Enhancements

One of the challenges faced by universities nationwide is how to enhance the cultural and diversity awareness of their faculty. Most faculty pride themselves on their openness to diverse professional ideas. Many faculty have shaped their courses and their departmental programs to include a diversity of ideas and approaches to learning. Some faculty, however, have narrow personal views that impede their relationships with colleagues, students, and staff members. These views also impede their effectiveness in the teaching and learning processes. Faculty may, for example, lack a clear understanding of diversity and its impact on courses and curricula. During the last few years, the composition of the YSU faculty has changed significantly, and critical changes have been made to broaden and bring greater diversity to the curriculum and to co-curricular activities.

The suggestions that follow build on recent efforts and are presented as a means to take the next step in achieving a more diverse academic setting.

General Improvements

- All faculty should understand the implications of diversity for curricula and classrooms.

Action: Implement faculty development workshops focused on diversity and its relationship to academic disciplines and the profession of college teaching.

- There is a need for new courses in the curriculum to address diversity as an academic subject.

Action: Develop new General Education electives and revise other courses in the curriculum to include diversity.

- Diversity is often studied in University classrooms but not always practiced or learned through direct experience.

Action: Create additional “interactive” courses that require students to engage in experience-based learning connected to diversity.

- Diversity activities associated with the curriculum do not always extend beyond the campus.

Action: Encourage faculty to create “community service” projects related to diversity in courses across the curriculum.

- Students do not know where to look for courses with a focus on diversity or instructors with specific expertise in multiculturalism or diversity.

Action: Identify courses with a diversity focus in the catalogue and course bulletin and publish a directory of faculty specifically interested in diversity issues.

Program Enhancements

- Discussion about diversity programs stressed a need for increased institutional support and program visibility.

Action: Increase the University financial commitment to integrating the concept of diversity across the curriculum and, as part of this process, to programs and centers concentrating on diversity. These would include Africana Studies, Women’s Studies, American Studies, the Center for International Studies and Programs, and the Center for Working-Class Studies.

Action: Increase the interaction of freestanding programs and centers focused on diversity. This could be facilitated by the new Coordinator of Diversity Activities.

Action: Encourage Africana Studies program to be more student-focused and increase its cultural programming through lectures, films, readings, and other events.

Action: Engage a wider range of faculty representing more diverse perspectives to teach courses in the Africana Studies program.

Action: Enlist a wider range of faculty to teach courses in the Women’s Studies program.

Action: Encourage all University departments and programs to develop courses for cross-listing with interdisciplinary programs focused on matters of diversity.

Action: Explore the development and implementation of new “area studies” relevant to diversity. These could include International Studies, Gay and Lesbian Studies, Asian-American Studies, Latino/Latina Studies, and Ethnic Studies.

Majors and Minors

- Relatively few students choose to major or minor at present in subjects that place heavy emphasis on diversity.

Action: Programs like Africana Studies and Women’s Studies might consider offering “certificates” of competency in addition to majors and minors.

Action: The University needs to develop a better mechanism to track minors. Students should be encouraged to declare a minor earlier in their career, perhaps by the end of their sophomore year.

Action: Programs like Africana Studies and Women’s Studies should seek to promote and encourage students to minor in their area.

Action: Majors like Africana Studies and Women’s Studies should develop internships that provide experience for students focused on the trend toward multiculturalism in the workplace.

Teacher-Student Interaction

- Students note that classroom protocols and the interaction of faculty and students are often shaped by issues of diversity. Students need to feel that courses, syllabi, and curricula are developed and implemented to meet their needs, including their needs relative to diversity.

Action: The Center for Teaching and Learning should develop workshops for faculty regarding “student-centered” classrooms and learning that respond to diversity among students. These workshops could focus on:

- How to broaden the repertoire of teaching methods to address various learning styles.

- How to establish a classroom environment that emphasizes respect, fairness, and equity.
- How to invite and implement student ideas about curriculum, syllabus planning, and teaching.
- How to encourage and include student perspectives in the classroom.

Action: Faculty should be encouraged to address in their syllabi how their courses will meet the following objective included on the teaching evaluation: "This course created an inclusive classroom that communicated value for individuals and their differences (e.g. race, culture, gender, etc.)."

University Employment Practices

One of the critically important aspects of any commitment to diversity deals with the employment practices of the organization. During the 1990's, YSU aggressively moved to integrate affirmative action practices into all segments of the University. National searches were instituted for all faculty and upper-level administrative positions. Appropriate regional and local search procedures were instituted for all other full- and half-time positions. Advertisements, announcements, and all promotional efforts were revised to embrace appropriately the institution's commitment to a more diverse workforce. While progress has been made in the employment of women, particularly in the faculty and administrative leadership levels, the changes in the overall composition of the University workforce have been relatively modest.

To enhance the process, in the next year the University will:

- Add a page link on the University Website to an Employment Opportunities section which will list all position vacancies by title, brief description, contact person, and application deadlines.
- Expand the network with local minority-oriented agencies, groups, and individuals to disseminate all job announcements.
- Increase the distribution and use of state/national workforce utilization data so University employing units will have a better understanding of various state and national comparisons.

- Expand the distribution lists of position vacancies to counterpart minority groups, publications, newsletters, etc., in Cleveland and Pittsburgh.
- Increase the use of various list serves that focus on minorities and minority employment opportunities.

University Diversity Improvements

While in the past the University effectively served the needs of many in the community, it did not reach out and embrace all segments of the larger community. For the future, the ability of the institution to be more inclusive will be critical to the success of the Valley.

Change comes slowly, particularly when the changes are affected by the personal values and views of those in the organization. To create a more inclusive environment, the University must implement strategies that are comprehensive, systemic, and long-range. At the same time, it is recognized that short-term goals must be established. These initial steps must be identifiable, accomplishable, and measurable. Over the next three years, it is planned that action will be taken in the following areas.

Create Better Awareness of Existing Diversity Efforts. During the past several years, the University has initiated programs and services designed to assist those with diverse backgrounds. While many of these efforts have been highly effective, their impact has sometimes been limited. Significant effort must be made to expand the awareness and applicability of these programs and services. Among these efforts are the following:

- University Relations, in concert with AARP chapters and other groups, will promote the new trams available to shuttle individuals around campus.
- More extensive use will be made of the Jambar in promoting diversity activities.
- The new child care services provided by Wee-Care in Fedor Hall will be specifically promoted across campus.
- The Director of Administrative Services will create a Campus Accessibility Committee, composed by students, staff, faculty, and community members, to advise on the expenditure of accessibility funds (roughly \$150,000 annually).
- The campus marquee and the electronic signboards to be installed in Kilcawley Center will include messages and announcements about diversity activities.

- University Relations will lead a campus-wide effort to ensure that the language of publications and other print materials is inclusive.
- University Relations will ensure that various calendars identify all cultural religious observations.
- The Office of Student Life will expand its efforts to inform students about the purpose and use of grievance procedures for students.

Expand/Improve Diversity-Oriented Programs. The need to offer new diversity-oriented programs/services and improve others is obvious. It is recognized that this must be a phased process, so proper attention can be given to the quality and effectiveness of the activities. The following are needed:

- The Office of Diversity Activities, in concert with various campus units, will develop a series of diversity-oriented events, workshops, and seminars.
- The Enrollment Management unit, in cooperation with University Relations, will implement an expanded adult recruitment plan in fall 1999.
- The Office of Diversity Activities, in concert with Student Life, will develop programs that expose students to various cultures and social orientations.
- The Office of Student Life will sponsor the "Safe Place Program," designed to educate the campus community on Gay/Lesbian issues and also provide a safe atmosphere for LGBT (Lesbian, Gay, Bisexual, Transgender) students.
- Various units, ranging from Food Services to International Studies, will be encouraged to promote special events like Diversity Week, Hispanic Awareness Week, etc.

Improve Communication About Diversity Activities. With the attention being focused on diversity, it is important that the communication process be more inclusive. Likewise, the audiences receiving communication need to be greatly expanded.

- The Office of University Relations will expand all communication lists, channels, etc. to be more inclusive of the various segments of the community.
- The Office of Student Affairs will add a Diversity Page on the YSU Website to promote diversity-related events on campus.

- The Office of Student Affairs will expand the emphasis given to campus diversity in student orientation and recruitment materials/activities.
- The Office of Diversity Activities, in concert with Student Government, will create a Diversity Calendar to list all diversity activities for the term.
- The Office of Enrollment Management will include information about diversity-related events as part of SOLAR for on-line registration.
- The Office of Diversity Activities will create a campus-wide “Diversity Listserv” sending out weekly or daily e-mails on diversity-related events to all subscribers.

Extend Diversity Training Activities. Training and development is in its infancy on campus. While this unit is new, diversity training has been established as one of its three major priority areas (along with quality/customer service and computer technology). The diversity-training program must assist individuals throughout the campus in creating a better appreciation and acceptance of the role of diversity in a contemporary learning environment.

- The Training and Development unit and the Center for Teaching and Learning will create, in concert with other campus groups/individuals, a series of diversity-oriented workshops and training sessions.
- The Office of Student Affairs will explore the feasibility of developing a diversity certificate for student organizations.
 - A diversity training unit will be added to the student orientation program.
- The Office of Diversity Activities, in concert with University Relations, will publish guides to assist individuals in their personal efforts to be more sensitive and accepting of the differences on campus.
- Student Government should establish an annual diversity-training program for student organization leaders.
- The Office of Diversity Activities, in concert with University Relations, will establish a language sensitivity program designed to sensitize faculty, staff, and students to various forms of discriminatory language.

University Student Recruitment and Retention

Student recruitment and retention has been a major institutional priority for the last several years. Admittedly, much of this effort has focused on building new structures and upgrading dated procedures. While the minimal efforts of the past have been totally updated and professionalized, most of the recruitment effort and retention strategies have only been in place for a few years. Similarly, those efforts focused solely on minority recruitment have been in place for a short time.

Community-Based Recruitment Actions

- The multicultural recruiter will connect with community organizations (e.g., Community Action Council, O.C.C.H.A., Urban League, Associated Neighborhood Centers), churches, and youth groups. A special emphasis will be placed on the area churches. *(A current initiative. Target date for special emphasis - Fall 1999. A representative group from area multicultural churches will be asked to provide direction on the best ways to implement this initiative.)*
- Recruitment, mentoring, and educational programs will be held at area agencies, during regular meeting hours of the community organizations (e.g., Campfire Girls, Girl Scouts and Boy Scouts of America, the Boys and Girls Clubs, and O.C.C.H.A.). *(A current initiative. A publication of nonprofit organizations, contact people, and meeting times will be helpful. Once an overall plan is established, letters will be sent offering speakers and programs. Target date: Summer 1999)*
- Educational programming will be incorporated into the College of Education G.O.E. program. *(Target date to be determined in collaboration with Dean of Education.)*
- Current community-based programs that include educational components will be identified. This information will then identify opportunities for YSU student volunteer work as tutors and mentors. *(A student intern will assist in coordinating information about the community-based programs. Programs interested in providing volunteer opportunities for YSU students will be listed in a "Resource Guide." Student organizations such as University Scholars, sororities, fraternities, as well as academic programs with volunteer requirements, will be contacted with the information. Most student internships take place during the regular academic year. Target date: Fall 1999)*

K-12 Recruitment Actions

- Multicultural YSU faculty, staff, and students will be invited to visit the targeted area schools. *(A Resource Guide listing multicultural faculty, staff, and students willing and available to visit schools will be published and distributed to the area schools and community agencies. Realistically, it will take at least one quarter to gather this information. Target date: Winter 1999)*
- Theater and concert tickets will be made available to students for programs that will expose them to the arts. *(The College of Fine and Performing Arts will take responsibility for this initiative. Target date: Fall 1999)*
- Tickets to athletic events will be made available to students in the targeted schools. *(Perhaps competitions can be held for these tickets within the schools.) Previously initiated. Target date: 1999-2000 Academic Years.)*
- Achievements and accomplishments of multicultural YSU students will be highlighted in school newspapers, in area publications, on the radio, and on the television. One writer in the Office of University Relations will be assigned this initiative as a major portion of his/her responsibility. *(A student intern will be assigned this responsibility. A student majoring in marketing has already been identified. Hopefully, a Professional Writing and Editing major will be identified. Target date: Fall 1999).*
- Various high schools will be invited to the campus individually for special programs that will include multicultural faculty and staff members. For example, a "Rayen Day" will be held on campus. *(The Office of University Recruitment and Admissions will work collaboratively with the faculty members from each of the high schools. There may be a preference for different formats for each of these schools; i.e., some may want to bring senior students – some junior students. Others may want a combination or may only want college-bound students to attend. The Fall and Spring Quarters are usually the best of this type of activity simply because of the weather. Target date: Fall 1999 and Spring 2000)*

Chaney High School

Cardinal Mooney High School

Farrell Senior High School

Kennedy Christian High School

The Rayen High School

Sharon Senior High School

Ursuline High School

Warren G. Harding High School

Wilson High School

- “YSU Information Nights” will be held at the ACOP (Warren) Hagstrom House, O.C.C.H.A. Youth Center, and the McGuffey Center. *(The Office of Undergraduate Recruitment and Admissions and the Office of Financial Aid and Scholarships will organize these events. Current YSU multicultural students will be asked to assist and attend the information sessions. Student organizations will also be available to inform prospective students of the availability of campus activities and organizations. Traditionally, Information Nights have the best attendance during the Winter Quarter. Target date: February 1999 – or during Winter Quarter 1999)*
- High School bands will be invited to perform at YSU football games and basketball games. *(The Office of Special Events will coordinate this initiative with the Department of Intercollegiate Athletics. Target date: 1999-2000 academic year)*
- School counselors from the targeted schools will refer potential students to our Office of Undergraduate Recruitment and Admissions. Students and parents will be invited to a campus visit. *(Current initiatives include three informational open houses. Our Office of Admissions will give these students more individualized tours. An open house is held each quarter of the academic year. Target date: Fall, Winter, and Spring 1999-2000)*
- Job fairs held on campus will feature successful minority alumni and information on job placement of YSU graduates. *(The Career Services Job Fair is scheduled for February 2000. Target date: February 2000)*
- Successful multicultural alumni will be used in the recruitment process and special meetings may be arranged with alumni and current students. *(The YSU Alumni Association can be very helpful with this initiative. It will take at least a quarter – maybe longer – to identify willing and available alums. Once identified, they can easily be used in the current recruitment process – as speakers, counselors, tour guides, professional contact people, etc. Target date: Spring 2000)*
- Multicultural student achievements will be highlighted in publications, advertisements, newsletters, and a multicultural recruitment publication. *(Previously initiated. Target date: Fall 1999)*
- Workshops and seminars on diversity sensitivity, quality service, and user-friendly attitudes will be help on campus and employees required to attend. *(This is an overall initiative assigned to each of the four University divisions.)*

Campus-Based Retention Actions

- The notion of "provisional acceptance" for at-risk students will be explored. These students would be given additional support beyond what is currently being done in the Center for Student Progress. *(Currently being discussed)*
- Student Council representatives from targeted schools will be invited to YSU Student Government meetings. Hopefully, events will be co-sponsored by these groups. *(This initiative has been previously discussed. A new group of Student Government representatives will be identified beginning May 20, 1999.)*

K-12 Actions

- Parent involvement will be encouraged through an increase in parent correspondence from the University. *(Parents will be encouraged to participate in University events through open houses and special invitations to campus. This will most likely be initiated from the Center for Student Progress. Target date: Fall 1999)*
- The concept of a Parents' Advisory Council will be explored in order to improve communication of educational opportunity to parents. *(Currently being discussed)*
- Career counseling programs will be held in the targeted schools and at certain community agencies. *(Counselors from the Office of Career Services will contact targeted schools for speaking opportunities. Target date: 1999-2000 academic year)*
- Collaborative grant writing will be encouraged between the targeted schools and the University. *(Currently being discussed)*

THE CHALLENGE AHEAD

Diversity in higher education cannot be viewed as a problem that is in need of a solution. It is apparent that engaging diversity provides an opportunity to attend to many issues which have long needed attention—teaching and learning, curriculum, assessment, campus-community connections, climate, student success, and advising, among others. Diversity on campus impels the University to prepare students and the institution for a future in which the diversity of our communities and institutions is recognized as an important resource. Diversity on campus is multi-dimensional. Many different groups and issues fall under the umbrella of diversity, each with its own unique history and context within higher education. But diversity is not about the needs of one or another group competing for scarce resources. It is about purposeful and effective designs for supporting all students' educational achievements. It is an integral component of the mission and purpose of the institution, and is essential to whether our institution will be positioned to educate all students to live, work, and excel in a complex and pluralistic society.

In producing this report, task force members recognized that the actions and recommendations represent a first step. It is critical that the changes, councils, positions, and processes implemented over the next few years serve only as “building blocks” for the future. Others on campus and in the community are encouraged to integrate these initiatives and directions in the various matters that foster the overall goals of diversity. The entire community must find ways to better appreciate, accept, and make the best use of our differences. Through an effective commitment to these goals, diversity can emerge as a strength.

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TASK FORCE ON DIVERSITY

The Task Force on Diversity was formed by the University President on November 5, 1998. The University/Community group was formed to provide leadership and direction for future activities.

Purpose, Charge, and Procedure

1. Identify institutional and community challenges that must be effectively addressed so the campus and community can more freely use its diversity as a strength.
2. Delineate means and approaches that will strengthen educational processes so academic programs, learning experiences, and other community and university activities can more effectively address issues related to the diversity of our society.
3. Chart short-term initiatives and long-range actions that will make systemic changes in the manner in which the campus and community address and respond to diversity issues.

It was agreed that the task force would meet once a month. Eleven members volunteered to serve on a steering committee that would hold brainstorming sessions to identify discussion topics for the full task force. Areas of focus were on race and ethnicity, campus environment, recruitment and retention of multicultural students, curriculum and programs, and issues/concerns regarding age, sexual orientation, religion, and disability.

The theme throughout our discussions has been finding ways to make the campus a more inclusive educational environment in which all participants are equally welcome, equally valued, and equally heard.

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**RESOLUTION TO APPROVE
SEXUAL HARASSMENT POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Sexual Harassment, policy number 2003.01 of the *University Guidebook*, and does hereby rescind the attached former corresponding Article III, Section 29 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit I attached hereto.

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.5.c.



UNIVERSITY GUIDEBOOK

Subject: Sexual Harassment

Developed by: Barbara C. Orton

Title: Director
Equal Opportunity & Disability Services

Date: June, 1999

Authorized by: G. L. Mears

Title: Executive Vice President

EFFECTIVE:

Policy: The University recognizes that sexual harassment is inappropriate conduct and does not tolerate such behavior. To foster an environment free of sexual harassment, educational programs and training are provided and an internal complaint procedure is maintained. Further, individuals found in violation of this policy will be subject to disciplinary action.

RESOLUTION NUMBER: YR 2000

Purpose:

The purpose of this policy is to establish a strong commitment to prohibit sexual harassment and establish a procedure for investigating and resolving internal complaints of sexual harassment. The sexual harassment procedures are designed to aid in the process of educating members of the University community, serve as a means of preventing sexual harassment, and promptly and fairly respond to alleged incidents of sexual harassment.

Scope:

- Any individual in the University community may lodge a complaint against any other member of the University community, or any other individual acting on behalf of the University.
- University community includes, but is not limited to, faculty, staff, students, members of the Board of Trustees, campus visitors, and contractual employees working on the campus.
- The Director, Office of Equal Opportunity and Disability Services serves as the coordinator for the administration and compliance of this policy.



Definition of Sexual Harassment:

Sexual harassment is a form of sex discrimination that represents unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may occur when:

- Submission to that conduct is made either explicitly or implicitly a term or condition of an individual's education, employment, or involvement in University-related activities;
- Submission to or rejection of such conduct by an individual is used as a component for academic, employment, or activities-involvement decisions affecting that individual;
- The conduct has the purpose or effect of substantially interfering with an individual's curricular, co-curricular, or work performance or creating an intimidating, hostile, or offensive educational, employment, or on-campus living environment.

Examples of inappropriate conduct which may constitute sexual harassment include, but are not limited to, the following, when such acts or behaviors come within one of the above definitions:

- Either explicitly or implicitly conditioning any term of education, employment, or involvement in University-related activities on the provision of sexual favors;
- Touching or grabbing a sexual part of an individual's body;
- Continuing to ask an individual to socialize on- or off-campus when that person has indicated no interest in such activity;
- Displaying or transmitting sexually suggestive language, pictures, objects, cartoons, or posters;
- Writing sexually suggestive notes or letters;
- Referring to or calling a person a sexually oriented name;
- Telling sexual jokes or using sexually vulgar or explicit language;
- Derogatory or provoking remarks about or relating to an individual's sex or sexual orientation;

- Harassing acts or behavior directed against a person on the basis of an individual's sex or sexual orientation;
- Off-campus conduct which falls within the above definition and affects the individual's on-campus environment.

Guiding Principles:

- All members of the University community are responsible for compliance with this policy. All University supervisory personnel have a responsibility to discourage and eliminate conduct inconsistent with this policy.
- Sexual harassment concerns can often be resolved informally and directly by the individual claiming harassment and the alleged harasser. When such resolution is not possible, the procedures provided in this policy should be followed.
- Employees are encouraged to utilize the internal review process before pursuing external remedies.
- Members of the University community shall not engage in retaliation against an individual for seeking advice regarding a sexual harassment matter, good faith reporting of sexual harassment, or participating in the investigation of sexual harassment. (Retaliation includes, but is not limited to, unfair grading, unfair performance evaluation, withholding information important to an individual's employee or student status, oral or written threats or bribes, and ridicule.)
- Complaints of sexual harassment and the resulting proceedings will be kept confidential by all individuals involved in the reporting, mediation or investigation process, to the extent possible under law.
- It is expected that the complainant, the alleged harasser, and all potential witnesses will fully cooperate throughout the review process.
- Sanctions may be imposed against any individual who knowingly makes false accusations of sexual harassment.
- Consensual romantic and sexual relationships between supervisor and employee or between faculty and student may result in personal liability.

- Records resulting from the mediation or investigation process will be maintained by the Office of Equal Opportunity and Disability Services in accordance with records retention schedules and will not be maintained in personnel files or student files unless part of formal disciplinary action.

- Intent generally is not relevant to determining if sexual harassment has occurred, i.e., the fact that someone did not intend to sexually harass an individual is no defense to a complaint of sexual harassment.

Education:

- Education is essential to foster an environment free from sexual harassment. The primary objectives to be achieved through education are:
 - a. encouraging appropriate behavior when interacting with other individuals;
 - b. ensuring individuals are aware of their rights and the definitions of sexual harassment;
 - c. alerting the University community about prohibited conduct and the unacceptability and illegality of sexual harassment; and
 - d. informing individuals of the available methods for addressing complaints of sexual harassment.
- Educational programs consistent with these objectives will be developed and conducted by Training and Development in the Office of Human Resources, in conjunction with the Office of Equal Opportunity and Disability Services.
- The sexual harassment policy and procedures will appear in the *University Bulletins* and will be reproduced in pamphlet form for distribution to the University community. The pamphlet will be included in orientation materials for all new members of the University community. Reminders of the policy and procedures will also be periodically circulated.

Procedures :

1. Members of the University community believing they are the subjects of sexual harassment have the right to file an oral or written complaint. Prompt reporting is strongly encouraged. Any supervisor or department chairperson who receives a harassment complaint should notify the Office of Equal Opportunity and Disability Services.

2. Complaints may be filed with the Office of Equal Opportunity and Disability Services (2002 Jones Hall, 330.742.3370). The Director, Office of Equal Opportunity and Disability Services is also available to discuss concerns and questions and to provide information about sexual harassment and how a complaint is filed. (Procedures for complaints of discrimination, other than sexual harassment, are found at 2001.01.)
3. Complaints involving members of the Office of Equal Opportunity and Disability Services may be filed with the Executive Vice President or designee.
4. Upon receipt of a complaint, the allegation will be investigated by the Director of Equal Opportunity and Disability Services (Executive Vice President or designee) in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances. Investigation will include a private interview with the person filing the complaint (an advisor may also attend). Other persons that may have relevant knowledge regarding the complaint may also be interviewed. The person alleged to have engaged in inappropriate conduct will also be interviewed (an advisor may also attend). Once completed, written results of the investigation will be shared, to the extent appropriate, with the person filing the complaint and the person alleged to have committed the conduct.
5. If it is determined that inappropriate conduct has occurred, prompt reasonable action will be initiated to protect the complainant from further offending conduct and retaliation, and when appropriate, disciplinary action will be taken against the person who committed the conduct.
 - a. If it is determined that a University employee has engaged in inappropriate conduct, disciplinary action ranging from counseling to termination of employment will be taken.
 - b. If it is determined that inappropriate conduct has been committed by a student, disciplinary action will be taken in accord with *The Code of Student Rights, Responsibilities, and Conduct (The Code)*.
6. If the involvement of the Director, Office of Equal Opportunity and Disability Services, poses a perceived or real conflict of interest at any stage in the resolution of a sexual harassment complaint, such conflict of interest shall be reported in writing to the Executive Vice President. If the Executive Vice President determines a conflict exists, the Executive Vice President will appoint an alternative University representative to conduct the investigation of the complaint.

Appeal:

Employees covered by collective bargaining should refer to their respective agreement. All other employees should refer to 7024.01 Administrative Appeal Process – Exempt Employees.

NOTE: In addition to the above, any person alleging sexual harassment may file a formal complaint with either or both of the following governmental agencies:

- The United States Equal Employment Opportunity Commission (EEOC).
- The Ohio Civil Rights Commission.

EXISTING POLICY - TO BE RESCINDED

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, education, or living environment.

The President shall designate persons responsible for the administration of this policy and shall develop and disseminate information concerning procedures available to individuals who believe they have suffered sexual harassment.

Deans, directors, department chairpersons, and department heads are directed to take appropriate steps to disseminate this policy statement and to inform students and employees of procedures for lodging complaints.

Section 29. Sexual Harassment

It is the policy of Youngstown State University that no member of the University community shall sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

EXISTING POLICY - TO BE RESCINDED

- 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, education, or living environment.

The President shall designate persons responsible for the administration of this policy and shall develop and disseminate information concerning procedures available to individuals who believe they have suffered sexual harassment.

Deans, directors, department chairpersons, and department heads are directed to take appropriate steps to disseminate this policy statement and to inform students and employees of procedures for lodging complaints.

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- 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- 2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.



**RESOLUTION TO APPROVE
INTERCOLLEGIATE ATHLETICS PROGRAMS -
STUDENT ATHLETES POLICY**

Subject: Intercollegiate Athletics Programs - Student Athletes

Developed by: James P. Tressel
Title: Executive Director
Date: May, 1999
Author: Leslie H. Cochran
Title: President
EFFECTIVE:

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Intercollegiate Athletics Programs - Student Athletes, policy number 6003.01 of the *University Guidebook*, and does hereby rescind a portion of the former corresponding Article VIII, Section 14, and Appendix J of the *Policies of the Board of Trustees of Youngstown State University*, shown as Exhibit J attached hereto.

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.6.a.

2. The Executive Director of Intercollegiate Athletics will meet regularly with the Student Athletics Advisory Committee to discuss areas of interest and concern.

ARTICLE
~~III~~
IX

Section 14. Intercollegiate Athletic Teams

14.1 The University shall maintain existing major revenue producing intercollegiate athletic teams in basketball and football at a level defined by the National Collegiate Athletic Association as Division I and Division IAA status, respectively; and, shall develop such programs in accordance with this policy objective to achieve levels of competitive regional prominence. The University shall also maintain such other non-revenue producing intercollegiate athletic teams and shall develop the same to such levels of competitive proficiency as deemed necessary in the best interests of the University;

14.2 The University shall establish and administer personnel practices which attract and maintain competent, qualified and experienced athletic coaching and/or administrative personnel;

14.3 The University shall maintain a program of student-athletic recruitment which reflects the degree of competitive prominence which the University aspires to achieve in accordance with existing divisional classification levels of the National Collegiate Athletic Association; and

14.4 The University shall furnish suitable facilities and equipment and provide such other support in furtherance of this policy objective as it deemed reasonably necessary.

14.5 All of the above shall be accomplished within a framework that recognizes the University's commitment to the NCAA's principles of fair play and amateur athletic competition, the physical welfare of our student-athletes, the academic success of our student-athletes, and the clear linkage of our intercollegiate athletic program to the educational mission of the University.

14.6 The tier system of funding for all the active sports programs at Youngstown State University shall be as follows: Tier I sports are to be funded at 100% of NCAA grant-in-aid limitations; Tier II up to 75% of NCAA maximums; and Tier III sports up to 50% of NCAA allowable scholarships. Program goals and improvements within each sport in terms of staffing, scheduling, and operating budgets shall reflect their respective scholarship level support.

APPENDIX J

STUDENT-ATHLETE RIGHTS AND RESPONSIBILITIES

I. SCOPE

- A. Every student who participates in intercollegiate athletics, and is so designated by the coach, becomes a member of a team. By accepting this privilege of team membership, the student-athlete is responsible for conducting himself/herself in a manner that does not discredit the University, the Department of Intercollegiate Athletics, teammates, or himself/herself. The student-athlete must conduct himself/herself in a sportsmanlike manner as a representative of Youngstown State University.
- B. Each student-athlete must comply with:
1. University rules and regulations as found in the Code of Student Rights, Responsibilities, and Conduct hereinafter referred to as Code.
 2. Rules governing academic eligibility as established by Youngstown State University, National Collegiate Athletic Association (NCAA), the Ohio Valley Conference (OVC), or other appropriate governing bodies.
 3. All other rules and regulations for student-athletic conduct as established by the head coach for the sport in which the student-athlete participates, and the Department of Intercollegiate Athletics. These rules will be written and available in the Athletic Director's Office.
- C. The Code and the rules regarding the NCAA, OVC, or other appropriate governing bodies are on file and available in the office of the Director of Athletics and may also be obtained from the head coach of each sport.
- D. If a student-athlete is dismissed from a team, no athletic scholarship previously awarded said student-athlete shall be effected by this procedure.
- E. By declaring himself/herself a candidate for team membership the student-athlete assumes the following responsibilities in addition to his/her regular responsibilities as a student.

II. STUDENT-ATHLETE RESPONSIBILITIES

- A. The student-athlete must annually earn the privilege of becoming a member of the team. The student-athlete is subject to the training rules and other regulations pertaining to his/her particular sport(s), as established and published by the head coach and the Athletic Department.
- B. Each head coach will inform the student-athlete involved on his/her squad of expectations relating to training rules. The coach and team members should come to an understanding about any issues relating to training rules. The establishment of these rules does not set the limits as to the coach's authority to coach a student-athlete. Coaching involves establishing standards, expectations, and goals which are fair and reasonable; and the student-athlete's acceptance of and agreement to adhere to them.
- C. Each student-athlete is responsible for having read and being familiar with these rules and regulations.
- D. A student-athlete is a public figure and his/her conduct, both on and off the field/court, reflects on himself/herself, his/her teammates, his/her coaches, and the institution. For this reason he/she is expected to conduct himself/herself in a manner that remains above reproach.

III. INFRACTIONS OF RULES

- A. Failure to comply with any of the athletic responsibilities may subject the student-athlete to disciplinary actions imposed by a coach. These sanctions may include being denied the privilege of participation in varsity competition.
- B. Failure to comply with any regulation regarding academic responsibility such as, but not limited to maintaining academic eligibility and making progress toward a degree in the program of studies selected, will subject the student-athlete to possible sanctions as provided for in the University Bulletin, NCAA Constitution and Bylaws and OVC Regulations. Enforcement of these academic eligibility requirements is initiated by the Athletic Director.
- C. Failure to comply with any rule regarding conduct responsibility will subject the student-athlete to possible sanctions provided for in Article V of the Code. Allegations of a violation of these rules shall be

processed in accordance with the procedures established in Article V, Due Process and Disciplinary Procedures of the Code.

IV. PROCEDURE FOR APPEALING ATHLETIC DISCIPLINARY ACTION

- A. The student-athlete is encouraged to maintain a continuing dialogue with his/her coaches in order to aid in the informal resolution of problems involving discipline sanctions.
- B. Disciplinary actions or sanctions that result in dismissal of a student-athlete from the team in a procedure other than a complaint processed through the provisions of the Code may be appealed as hereinafter provided.
 1. The first step is for the student-athlete to appeal to the head coach of the sport involved. This appeal may be presented orally or in writing. If the head coach sustains the action being appealed, he shall within five school days of receiving said appeal deliver to the student-athlete a written statement explaining the sanction imposed; i.e., dismissal from the team, and the reason therefor.
 2. If the student-athlete is not satisfied with the results of his appeal to the head coach, he/she may appeal to the Athletic Director. This appeal may be made orally or in writing.
 3. Within five school days of receiving said appeal, the Athletic Director or in his/her absence, the Assistant Athletic Director, will meet with the student-athlete to permit the student-athlete to present any statements or facts he/she believes to be pertinent.
 4. The Athletic Director or in his/her absence, the Assistant Athletic Director, shall give the student-athlete a written statement of his/her decision regarding the student-athlete's appeal within five school days following the meeting of the Athletic Director and the student-athlete.
 5. If the student-athlete is not satisfied with the decision of the Athletic Director, he/she may within five school days appeal in writing to the Athletic Council. Within five school days of receipt of the written appeal, the Chairman of the Athletic Council shall set a hearing date mutually convenient to the student-athlete, coach, and members of the Council.

6. Within five school days of the close of the hearing the Athletic Council shall make in writing its recommendation to the Associate Vice President-Public Services.
7. Within five school days of the receipt of the recommendation of the Athletic Council the Associate Vice President-Public Services shall adopt and follow, modify or reject the recommendations of the Athletic Council. The Associate Vice President-Public Services shall within said time period notify in writing the student-athlete, the Athletic Council, the Athletic Director and the involved coach of the decision reached and the action to be taken to give effect to said decision.

C. Hearing Procedure

1. All hearings and meetings are considered confidential and closed to the public.
2. The student-athlete may have an advisor of his/her choice at any hearing. The advisor may participate in the hearing only when recognized by the chair.
3. The following are guidelines for conducting the appeal hearing:
 - a. The chair shall call the meeting to order and introduce the principals.
 - b. The chair reminds all principals that there shall be a separation of the witnesses.
 - c. The chair will only permit questions and information that are pertinent to the incident which resulted in the dismissal.
 - d. The chair shall ask the coach who issued the dismissal to present his/her case either written, orally, or both, and call his/her support witnesses.
 - e. The chair shall ask the student-athlete to present his/her rationale for the appeal, either written, orally, or both, and call his/her supporting witnesses.
 - f. The chair shall ask for any concluding remarks.
 - g. Immediately following the closing of the hearing, the chair shall conduct the deliberation in

closed session. The decision will be determined by majority vote. A written decision will be provided to all principals within five school days of the hearing.

Within five school days of the receipt of the recommendation of the Athletic Council the Associate Vice President-Public Services shall adopt and follow, modify or reject the recommendations of the Athletic Council. The Associate Vice President-Public Services shall within said time period notify in writing the student-athlete, the Athletic Council, the Athletic Director and the involved coach of the decision reached and the action to be taken to give effect to said decision.

C. Hearing Procedure

1. All hearings and meetings are considered confidential and closed to the public.
2. The student-athlete may have an advisor of his/her choice at any hearing. The advisor may participate in the hearing only when recognized by the chair.
3. The following are guidelines for conducting the appeal hearing:
 - a. The chair shall call the meeting to order and introduce the principals.
 - b. The chair reminds all principals that there shall be a separation of the witnesses.
 - c. The chair will only permit questions and information that are pertinent to the incident which resulted in the dismissal.
 - d. The chair shall ask the coach who issued the dismissal to present his/her case either written, orally, or both, and call his/her support witnesses.
 - e. The chair shall ask the student-athlete to present his/her rationale for the appeal, either written, orally, or both, and call his/her supporting witnesses.
 - f. The chair shall ask for any concluding remarks.
 - g. Immediately following the closing of the hearing the chair shall conduct the deliberation in



**RESOLUTION TO APPROVE
INTERCOLLEGIATE ATHLETICS PROGRAMS -
MANAGEMENT POLICY**

Subject: Intercollegiate Athletics Programs - Management

Developed by: James P. Tressal
Title: Executive Director
Intercollegiate Athletics
Date: May, 1999
Authorized by: Leslie H. Cochran
Title: President
EFFECTIVE:

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Intercollegiate Athletics Programs - Management, policy number 6003.02 of the *University Guidebook*, and does hereby rescind a portion of the former corresponding Article VIII, Section 14, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit K attached hereto.

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.6.b.

Intercollegiate athletic programs are conducted using prudent management and fiscal practices which provide student athletes with adequate opportunities for competition as an integral part of a quality educational experience.



UNIVERSITY GUIDEBOOK



Subject: Intercollegiate Athletics Programs - Management

Developed by: James P. Tressel	Authorized by: Leslie H. Cochran
Title: Executive Director	Title: President
Intercollegiate Athletics	EFFECTIVE:
Date: May, 1999	

Policy: In conjunction with the mission and goals of Youngstown State University, intercollegiate athletics offers broad-based programs that: support the educational objectives and academic progress of student athletes; comply with the regulations of the National Collegiate Athletic Association (NCAA) and University affiliated intercollegiate athletic conferences; and accommodates the institution's intercollegiate athletic competitive interests of students while providing spectator events of interest to students, faculty, staff, and members of the broader community.

RESOLUTION NUMBER: YR 2000

Parameters:

- The Department of Intercollegiate Athletics maintains revenue-producing teams in men's and women's basketball at the NCAA Division I level and men's football at Division I-AA level.
- A variety of Olympic intercollegiate athletic men's and women's teams are also maintained.
- Each of the intercollegiate athletic teams and staff members exercise ethical conduct and support the principles of amateur athletic competition, fair play, and sportsmanship, and follow the NCAA goals regarding gender equity and minority opportunity.
- The Department of Intercollegiate Athletics is responsible for generating sufficient income to meet the grant-in-aid requirements of all intercollegiate athletic teams.
- All fiscal matters, including fund raising, are conducted in accordance with applicable NCAA, conference, and University policies and procedures.
- Intercollegiate athletic programs are conducted using prudent management and fiscal practices which provide student athletes with adequate opportunities for competition as an integral part of a quality educational experience.

NUMBER
50.0002
PAGE 2 OF 2

ARTICLE
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IX

Section 14. Intercollegiate Athletic Teams

- 14.1 The University shall maintain existing major revenue producing intercollegiate athletic teams in basketball and football at a level defined by the National Collegiate Athletic Association as Division I and Division IAA status, respectively; and, shall develop such programs in accordance with this policy objective to achieve levels of competitive regional prominence. The University shall also maintain such other non-revenue producing intercollegiate athletic teams and shall develop the same to such levels of competitive proficiency as deemed necessary in the best interests of the University;
- 14.2 The University shall establish and administer personnel practices which attract and maintain competent, qualified and experienced athletic coaching and/or administrative personnel;
- 14.3 The University shall maintain a program of student-athletic recruitment which reflects the degree of competitive prominence which the University aspires to achieve in accordance with existing divisional classification levels of the National Collegiate Athletic Association; and
- 14.4 The University shall furnish suitable facilities and equipment and provide such other support in furtherance of this policy objective as it deemed reasonably necessary.
- 14.5 All of the above shall be accomplished within a framework that recognizes the University's commitment to the NCAA's principles of fair play and amateur athletic competition, the physical welfare of our student-athletes, the academic success of our student-athletes, and the clear linkage of our intercollegiate athletic program to the educational mission of the University.
- 14.6 The tier system of funding for all the active sports programs at Youngstown State University shall be as follows: Tier I sports are to be funded at 100% of NCAA grant-in-aid limitations; Tier II up to 75% of NCAA maximums; and Tier III sports up to 50% of NCAA allowable scholarships. Program goals and improvements within each sport in terms of staffing, scheduling, and operating budgets shall reflect their respective scholarship level support.



**RESOLUTION TO APPROVE
INTERCOLLEGIATE ATHLETICS PROGRAMS -
CONFERENCE AND NCAA COMPLIANCE POLICY**

Subject: Intercollegiate Athletics Programs - Conference and NCAA Compliance

Developed by: James P. Tressel
Title: Executive Director
Authorized by: Leslie H. Cochran
Title: President

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Intercollegiate Athletics Programs - Conference and NCAA Compliance, policy number 6003.03 of the *University Guidebook*, and does hereby rescind a portion of the former corresponding Article VIII, Section 14, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit L attached hereto.

The President has overall responsibility for the administration of all aspects of the intercollegiate athletics program of the University.

The Executive Director of Intercollegiate Athletics has been delegated the overall accountability for the Intercollegiate Athletics Program and its compliance with all conference and NCAA regulations.

The Associate Executive Director of Intercollegiate Athletics is delegated the responsibility for the development, maintenance, and management of conference and NCAA compliance programs.

Compliance with conference and NCAA regulations is a primary responsibility of coaches, departmental staff, student athletes, parents, boosters, and others associated with the Department of Intercollegiate Athletics.

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.6.c.

• The effectiveness of the compliance programs will be evaluated on a regular basis.



UNIVERSITY GUIDEBOOK



Subject: Intercollegiate Athletics Programs - Conference and NCAA Compliance

Developed by: James P. Tressel
 Title: Executive Director
 Intercollegiate Athletics
 Date: May, 1999

Authorized by: Leslie H. Cochran
 Title: President

EFFECTIVE:

Policy: In conjunction with the mission and goals of Youngstown State University, intercollegiate athletics offers broad-based programs that: support the educational objectives and academic progress of student athletes; comply with the regulations of the National Collegiate Athletic Association (NCAA) and University affiliated intercollegiate athletic conferences; and accommodates the institution's intercollegiate athletic competitive interests of students while providing spectator events of interest to students, faculty, staff, and members of the broader community.

RESOLUTION NUMBER: YR 2000

Parameters:

- The President has overall responsibility for the administration of all aspects of the intercollegiate athletics program of the University.
- The Executive Director of Intercollegiate Athletics has been delegated the overall accountability for the Intercollegiate Athletics Program and its compliance with all conference and NCAA regulations.
- The Associate Executive Director of Intercollegiate Athletics is delegated the responsibility for the development, maintenance, and management of conference and NCAA compliance programs.
- Compliance with conference and NCAA regulations is a primary responsibility of coaches, departmental staff, student athletes, parents, boosters, and others associated with the Department of Intercollegiate Athletics.
- Members of the University community are expected to follow conference and NCAA regulations (see Intercollegiate Athletics Programs - Institutional Responsibility for Compliance with Conference and NCAA Regulations - 6003.04).
- The effectiveness of the compliance programs will be evaluated on a regular basis.

NUMBER
6003.03

PAGE 2 of 2

Section 14. Intercollegiate Athletic Teams

Procedures:

1. The Associate Executive Director of Intercollegiate Athletics has a direct reporting line to the President in matters of NCAA rule compliance.
2. In cooperation with the Vice President for Development and Community Affairs, the Executive Director of Intercollegiate Athletics reports quarterly to the Intercollegiate Athletics Committee of the Board of Trustees.
3. The Faculty Athletics Representative provides, on a regular basis, academic progress reports for student athletes to the department chairpersons.
4. The Intercollegiate Athletics Advisory Committee reviews, on a regular basis, Intercollegiate Athletics regulations and procedures.

ARTICLE 14

14.3 The University shall maintain a program of student-athletic recruitment which reflects the degree of competitive prominence which the University aspires to achieve in accordance with existing divisional classification levels of the National Collegiate Athletic Association; and

14.4 The University shall furnish suitable facilities and equipment and provide such other support in furtherance of this policy objective as it deemed reasonably necessary.

14.5 All of the above shall be accomplished within a framework that recognizes the University's commitment to the NCAA's principles of fair play and amateur athletic competition. The physical well-being of our student-athletes, the academic success of our intercollegiate athletes, and the clear linkage of our intercollegiate athletic program to the educational mission of the University.

14.6 The tier system of funding for all the active sports programs at Youngstown State University shall be as follows: Tier I sports are to be funded at 100% of NCAA grant-in-aid limitations; Tier II up to 75% of NCAA maximums; and Tier III sports up to 50% of NCAA maximums. Program goals and improvements within each sport in terms of staffing, scheduling, and operating budgets shall reflect their respective scholarship level support.

NUMBER
003.03
PAGE 3 of 3

ARTICLE
~~III~~
IX

✓ Section 14. Intercollegiate Athletic Teams

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- 14.2 The University shall establish and administer personnel practices which attract and maintain competent, qualified and experienced athletic coaching and/or administrative personnel;
- 14.3 The University shall maintain a program of student-athletic recruitment which reflects the degree of competitive prominence which the University aspires to achieve in accordance with existing divisional classification levels of the National Collegiate Athletic Association; and
- 14.4 The University shall furnish suitable facilities and equipment and provide such other support in furtherance of this policy objective as it deemed reasonably necessary.
- 14.5 All of the above shall be accomplished within a framework that recognizes the University's commitment to the NCAA's principles of fair play and amateur athletic competition, the physical welfare of our student-athletes, the academic success of our student-athletes, and the clear linkage of our intercollegiate athletic program to the educational mission of the University.
- 14.6 The tier system of funding for all the active sports programs at Youngstown State University shall be as follows: Tier I sports are to be funded at 100% of NCAA grant-in-aid limitations; Tier II up to 75% of NCAA maximums; and Tier III sports up to 50% of NCAA allowable scholarships. Program goals and improvements within each sport in terms of staffing, scheduling, and operating budgets shall reflect their respective scholarship level support.



**RESOLUTION TO APPROVE
INTERCOLLEGIATE ATHLETICS PROGRAMS -
INSTITUTIONAL RESPONSIBILITY FOR
COMPLIANCE WITH CONFERENCE AND
NCAA REGULATIONS POLICY**

Subject: Intercollegiate Athletics - Institutional Responsibility
for Compliance with Conference and NCAA Regulations

Developed by: James P. Tressel
Title: Executive Director
Intercollegiate Athletics
Date: May, 1999
Authorized by: Leslie H. Cochran
Title: President
EXECUTIVE:

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Intercollegiate Athletics Programs - Institutional Responsibility for Compliance with Conference and NCAA Regulations, policy number 6003.04 of the *University Guidebook*, and does hereby rescind a portion of the former corresponding Article VIII, Section 14, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit M attached hereto.

Procedures:

Board of Trustees Meeting
September 10, 1999
YR 2000-

Agenda Item E.6.d.



UNIVERSITY GUIDEBOOK



Subject: **Intercollegiate Athletics Programs - Institutional Responsibility for Compliance with Conference and NCAA Regulations**

Developed by: James P. Tressel
 Title: Executive Director
 Intercollegiate Athletics
 Date: May, 1999

Authorized by: Leslie H. Cochran
 Title: President
EFFECTIVE:

Policy: In conjunction with the mission and goals of Youngstown State University, intercollegiate athletics offers broad-based programs that: support the educational objectives and academic progress of student athletes; comply with the regulations of the National Collegiate Athletic Association (NCAA) and University affiliated intercollegiate athletic conferences; and accommodates the institution's intercollegiate athletic competitive interests of students while providing spectator events of interest to students, faculty, staff, and members of the broader community.

RESOLUTION NUMBER: YR 2000

Parameters:

- The overall accountability for the Intercollegiate Athletics Program and its compliance with all conference and NCAA regulations rests with the Executive Director of Intercollegiate Athletics and the entire Department of Intercollegiate Athletics.
- The Associate Executive Director of Intercollegiate Athletics has responsibility for developing, maintaining, and managing conference and NCAA compliance programs.
- All University faculty and staff having any contact with student athletes are expected to follow conference and NCAA regulations and to be aware of the compliance programs of the Department of Intercollegiate Athletics.

Procedures:

1. The Associate Executive Director of Intercollegiate Athletics will routinely transmit the conference and NCAA compliance programs to all faculty, staff, and other interested parties, including boosters.

2. Individual faculty and staff members having contact with student athletes are expected to become aware of the conference and NCAA compliance programs and may contact the Associate Executive Director of Intercollegiate Athletics, or designee, for clarification or interpretation.

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Contracts - Coach in Intercollegiate Athletics, policy number 7016.02 of the University Guidebook, and does hereby rescind the former corresponding Article III, Section 17.3, of the Policies of the Board of Trustees of Youngstown State University, and Resolution YR 1993-21, shown as Exhibit N attached hereto



**RESOLUTION TO APPROVE
CONTRACTS - COACHES IN
INTERCOLLEGIATE ATHLETICS POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Contracts - Coach in Intercollegiate Athletics, policy number 7016.02 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 17.3, of the *Policies of the Board of Trustees of Youngstown State University*, and Resolution YR 1993-51, shown as Exhibit N attached hereto.

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.6.e.



UNIVERSITY GUIDEBOOK

Subject: Contracts - Coaches in Intercollegiate Athletics

Developed by: Jean R. Wainio	Authorized by: Leslie H. Cochran
Title: Interim Executive Director Human Resources	Title: President
Date: June, 1999	EFFECTIVE:

Policy: Executive and administrative officers and designated professional/administrative staff may receive multiple-year contracts of employment. Following performance evaluation and review, such contracts may be renewed.

RESOLUTION NUMBER: YR 1999 - 110/2000

Parameters:

- Intercollegiate Athletics coaches in all sports are professional/administrative staff.
- Contracts of Intercollegiate Athletics head coaches are negotiated at the time of selection.
- Contracts of all coaches of fall term sports will terminate on the last day of February, contracts of coaches of men's and women's basketball will terminate on April 30, and contracts of spring term sports will terminate on June 30.
- When it is in the best interest of the University, the President, upon the recommendation of the Vice President for Development and Community Affairs and the Executive Director of Intercollegiate Athletics, may present other appointment plans for specific coaches to the Personnel Relations Committee of the Board of Trustees.

Procedures

1. The term of the initial contract offered to a coach will be determined during the recruitment and selection process.
2. All head coaches are evaluated annually by the Executive Director of Intercollegiate Athletics, or designee, and contracts may be renewed through negotiation.

UNIVERSITY GUIDEBOOK



- 3. Contract term can be modified through the use of the regular appointment process.
- 4. All head coaches annually evaluate their assistants and submit their recommendations to the Executive Director of Intercollegiate Athletics.

Subject: Contracts - Coach

Developed by: Jean R. Wainio	Authorized by: Leslie H. Cochran
Title: Interim Executive Director	Title: President
Human Resources	EFFECTIVE:
Date: June, 1999	

Policy: Executive and administrative officers and designated professional/administrative staff may receive multiple-year contracts of employment. Following performance evaluation and review, such contracts may be renewed.

RESOLUTION NUMBER: YR 1999 - 1102000

Parameters:

- Intercollegiate Athletics coaches in all sports are professional/administrative staff.
- Contracts of Intercollegiate Athletics head coaches are negotiated at the time of selection.
- Contracts of all coaches of fall term sports will terminate on the last day of February, contracts of coaches of men's and women's basketball will terminate on April 30, and contracts of spring term sports will terminate on June 30.
- When it is in the best interest of the University, the President, upon the recommendation of the Vice President for Development and Community Affairs and the Executive Director of Intercollegiate Athletics, may present other appointment plans for specific coaches to the Personnel Relations Committee of the Board of Trustees.

Procedures

- The term of the initial contract offered to a coach will be determined during the recruitment and selection process.
- 2. All head coaches are evaluated annually by the Executive Director of Intercollegiate Athletics, or designee, and contracts may be renewed through negotiation.

EXISTING POLICY—TO BE RESCINDED

EXISTING POLICY—TO BE RESCINDED

Resolution Concerning Terms and Conditions
of Employment for Certain
Professional/Administrative Positions

15-1983-51

WHEREAS, it is deemed advisable to modify
employment conditions and terms of contracts
for certain professional/administrative posi-
tions in order to improve the University's
ability to promote or attract and retain
highly qualified persons.

17.3 Eligibility for Multiple-Year Contracts

New professional administrative staff members hired from outside the University are not eligible for earned faculty rank or tenure. In lieu thereof, persons appointed as vice president, provost, associate or assistant vice president, academic dean, associate or assistant academic dean, and others, as approved by the Board of Trustees, shall receive three-year contracts of employment, renewable at two-year or three-year intervals, following performance evaluation and review. Full-time Head Athletic Coaches shall receive initial contracts of three-years duration, and thereafter, following performance review and evaluation, shall receive contracts with term length as determined by the Board of Trustees.

EXISTING POLICY—TO BE RESCINDED

EXISTING POLICY—TO BE RESCINDED

**Resolution Concerning Terms and Conditions
of Employment for Certain
Professional/Administrative Positions**

YR 1993-51

WHEREAS, it is deemed advisable to modify employment conditions and terms of contracts for certain professional/administrative positions in order to improve the University's ability to promote or attract and retain highly qualified persons.

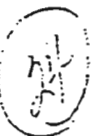
NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby amend Section 17.3 of Article III, Policies of the Board of Trustees of Youngstown State University, as included in Exhibit E.

The motion was seconded by Mrs. Atkinson. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Article III. Personnel

17.3 Eligibility for Multiple-Year Contracts

- a. New professional administrative staff members hired from outside the University are not eligible for earned faculty rank or tenure except as provided in this section. In lieu thereof, persons appointed as vice president, provost, associate or assistant provost and vice president, executive director, academic dean, associate or assistant academic dean, and others as approved by the Board of Trustees, may receive three-year contracts of employment, renewable at two-year or three-year intervals, following performance evaluation and review.
- b. The president, provost, vice presidents, associate and assistant provosts and vice presidents, deans, associate and assistant deans MAY shall be appointed with earned faculty rank appropriate to their experience and position, with tenure upon initial appointment, or designated as **EARNED FACULTY RANK AND** tenure upon reappointment after three years of service, as determined by the Board of Trustees. If appointment or reappointment is to be with tenure the academic department in which tenure is to reside and the cognizant dean shall receive a curriculum vitae of the person or persons being considered and shall be provided an opportunity to comment in writing on the compatibility of the appointment with the present or future needs of the department; however, the department shall not have the authority to veto a proposed appointment.
- c. Vice presidents, deans and assistant deans WHO WERE APPOINTED TO THESE POSITIONS PRIOR TO JULY 1, 1992, whose multiple-year contracts expire June 30, 1992, or June 30, 1993, MAY shall be considered prior to that date for REappointment with earned rank and tenure in conformity with the procedure in 17.3.b.
- d. Full-time head athletic coaches shall receive initial contracts of three-year duration; thereafter, following performance evaluation by the Executive Director of Athletics and the President and review by the Board of Trustees or the Board's Athletic Committee, Head Athletic Coaches shall receive contracts with term length determined by the Board of Trustees. Assistant coaches shall receive contracts of up to one-year upon recommendation of the Head Coach and the Executive Director of Athletics and approval by the President.



**YOUNGSTOWN STATE UNIVERSITY
SUMMARY OF APPOINTMENTS, PROMOTIONS, AND OTHER PERSONNEL ACTIONS
MAY 1, 1999 - AUGUST 20, 1999**

	FULL-TIME			PART-TIME			TOTALS
	NEW HIRES	REHIRES	PROMOTIONS	NEW HIRES	REHIRES	PROMOTIONS	
FACULTY	14	1	1 ^a	n/a	n/a	n/a	16
PROF/ADMIN	10	0	1	4	46	0	61
EXTERN FUND	1	1	0	2	7	0	11
TOTALS	25	2	2	6	53	0	88

^aNewly appointed chairperson

**Agenda Item E.7.a.
Exhibit O**

YOUNGSTOWN STATE UNIVERSITY
SUMMARY OF APPOINTMENTS, PROMOTIONS, AND OTHER PERSONNEL ACTIONS
MAY 1, 1999 - AUGUST 20, 1999

**YOUNGSTOWN STATE UNIVERSITY
NEW FACULTY APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF AUGUST 20, 1999**

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Ms. Margaret L. Briley	Assistant Professor	Teacher Education	09/15/99	\$38,000	9 Mo.	New hire Probationary (1st Year)
Dr. Jacek Fabrykowski	Assistant Professor	Mathematics & Statistics	09/15/99	\$34,700	9 Mo.	New hire Temporary (1st Year)
Ms. Suzanne M. Giuffre	Assistant Professor	Physical Therapy	09/15/99	\$52,000	9 Mo.	New hire Probationary (1st Year)
Mr. Jay L. Gordon	Instructor	English	09/15/99	\$30,000	9 Mo.	New hire Temporary (1st Year)
Dr. Carl G. Johnston	Assistant Professor	Biological Sciences	09/15/99	\$40,000	9 Mo.	New hire Probationary (1st Year)
Mr. Richard J. Krueger	Assistant Professor	Art	09/15/99	\$38,301	9 Mo.	New hire Probationary (1st Year)
Mr. David G. Kurtanich	Assistant Professor	School of Technology	09/15/99	\$45,000	9 Mo.	New hire Probationary (1st Year)
Ms. Suzanne Leson	Instructor	Human Ecology	09/15/99	\$30,600	9 Mo.	New hire Temporary (2nd Year)
Dr. Nicholas Mandrak	Assistant Professor	Biological Sciences	09/15/99	\$40,000	9 Mo.	New hire Probationary (1st Year)
Dr. Don Martin	Chairperson/Associate Professor	Counseling	09/01/99	\$71,617	12 Mo.	New hire Probationary (1st Year)
Dr. Christian Onwuide	Assistant Professor	Criminal Justice	09/15/99	\$37,000	9 Mo.	New hire Probationary (1st Year)
Dr. Martha Pallante	Chairperson/Associate Professor	History	06/16/99	\$ 9,995	2.5 Mo.	New chair appointment 06/16/99 - 08/31/99

YOUNGSTOWN STATE UNIVERSITY
 NEW FACULTY APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
 AS OF AUGUST 20, 1999

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Dr. Mohammad R. Shayesteh	Assistant Professor	Human Ecology	09/15/99	\$42,000	9 Mo.	Probationary (3rd Year)
Dr. Thelma Silver	Assistant Professor	Social Work	09/15/99	\$38,000	9 Mo.	New hire Probationary (1st Year)
Mr. John Veneskey	Instructor	Dana School of Music	09/15/99	\$27,500	9 Mo.	New hire Temporary (1st Year)
Ms. Misook Yun	Instructor	Dana School of Music	09/15/99	\$29,000	9 Mo.	New hire Temporary (1st Year)
Mr. Glen Campbell	Instructor	Office of the President	01/15/00	\$12,801	15 Mo.	New hire
Mr. Stephen J. Simeon	Senior Counselor	Office of the President	01/15/00	\$29,500	15 Mo.	New hire
Mr. Kenneth V. Bond	Instructor	Business	01/15/00	\$21,800	15 Mo.	New hire
Mr. William J. Bivins	Assistant Counselor	Office of the President	08/01/00	\$22,315	10 Mo.	New hire
Dr. George D. Beecher	Associate Professor	Office of the President	01/01/00	\$20,400	15 Mo.	New hire
Mr.

YOUNGSTOWN STATE UNIVERSITY
 NEW FACULTY APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
 AS OF AUGUST 20, 1999

**YOUNGSTOWN STATE UNIVERSITY
NEW PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF AUGUST 20, 1999**

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Mr. Donald C. Craig	Assistant Coach, Men's and Women's Cross Country & Track and Field	Intercollegiate Athletics	09/01/99	\$ 2,040 B-.334 FTE	5 Mo.	Rehire 9/01/99 - 01/31/00
Ms. Angela DeLucia	Assistant to the Director	McDonough Museum of Art	05/06/99	\$ 2,494 .75 FTE	12 Mo.	New hire 05/06/99 - 06/30/99
Mr. Samuel W. Dickey	English Language Institute/English as a Second Language Specialist	Center for International Studies and Programs	07/01/99	\$ 4,943 .45 FTE	6 Mo.	Rehire 07/01/99 - 12/31/99
Ms. Jill Edwards	Coordinator of Housing & Women's Programs	Housing Services	07/01/99	\$26,067	12 Mo.	New hire 7/01/99 - 06/30/00
Mr. Nicholas M. Gavolas	Assistant Coach, Women's Diving	Intercollegiate Athletics	09/01/99	\$ 6,121 .4418 FTE	9 Mo.	Rehire from interim full-time to part-time, 09/01/99 - 05/31/00
Ms. Lenora Greene	Coordinator of the English Language Institute	Center for International Studies and Programs	07/01/99	\$ 8,257 .73 FTE	6 Mo.	Rehire 07/01/99 - 12/31/99
Ms. Karen Henning	Financial Aid Counselor—Federal Programs	Financial Aid & Scholarships	06/21/99	\$24,638 Base:\$23,903	12 Mo.	New hire 06/21/99 - 06/30/00

**YOUNGSTOWN STATE UNIVERSITY
NEW PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF AUGUST 20, 1999**

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Ms. Sharyn L. Hunter	English Language Institute/English as a Second Language Specialist	Center for International Studies and Programs	07/01/99	\$ 4,943 .45 FTE	6 Mo.	Rehire 07/01/99 - 12/31/99
Ms. Martha Hyden	Assistant Athletic Academic Counselor	Intercollegiate Athletics	09/15/99	\$ 3,418 .2031FTE	9 Mo.	Rehire 09/15/99 - 06/15/00
Ms. Andrea D. Jackson	Assistant Coach, Volleyball	Intercollegiate Athletics	08/01/99	\$ 4,591 .258 FTE	9 Mo.	Rehire 08/01/99 - 04/20/00
Mr. Robert Jenkins	Academic Advisor (Temporary)	College of Health & Human Services	07/01/99	\$ 3,277 .75 FTE	2 Mo.	Rehire 07/01/99 - 08/31/99
Mr. Tony Joy	Coordinator of Golf and Head Men's Golf Coach	Intercollegiate Athletics	07/01/99	\$18,360 .75 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Ms. Heather Kama	Housing Coordinator	Housing Services	07/01/99	\$26,067	12 Mo.	New hire 07/01/99 - 06/30/00
Mr. Derek Kellogg	Assistant Coach, Men's Basketball	Intercollegiate Athletics	06/09/99	\$30,469	12 Mo.	New hire 06/09/99 - 04/30/00
Ms. Lisa Kos	Academic Advisor	Beeghly College of Education	08/09/99	\$24,164 Base:\$26,735	12 Mo.	Promotion 08/09/99 - 06/30/00
Ms. Jeannelle Kostorek	Academic Advisor	Dean's Office—College of Engineering & Technology	07/01/99	\$14,168 .50 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Ms. Linda M. Krieger	BS/MD Coordinator	Dean's Office—College of Health & Human Services	07/01/99	\$28,644 .75 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00

**YOUNGSTOWN STATE UNIVERSITY
NEW PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF AUGUST 20, 1999**

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Ms. Maria G. Lame	Academic Advisor	Dean's Office—College of Arts & Sciences	07/01/99	\$28,892 .85 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Mr. Kenneth Layman	Assistant Athletic Trainer/Physical Therapist	Intercollegiate Athletics	09/15/99	\$ 3,083 .26 FTE	6 Mo.	Rehire 09/15/99 - 03/15/00
Ms. Gina M. Lewandowski	English Language Institute/English as a Second Language Specialist	Center for International Studies	08/01/99	\$ 824 .45 FTE	1 Mo.	New hire 08/01/99 - 08/31/99
Mr. Nickiforos Mastorides	Cheerleader Coach	Intercollegiate Athletics	08/01/99	\$ 4,569 .23 FTE	10 Mo.	Rehire 08/01/99 - 05/31/00
Ms. Dianne McFadden	Assistant Coach, Women's Basketball	Intercollegiate Athletics	09/01/99	\$11,380 .59 FTE	9 Mo.	Rehire 09/01/99 - 05/31/00
Ms. Michele McMillen	Head Coach, Men's and Women's Tennis	Intercollegiate Athletics	07/01/99	\$20,298 .75 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Mr. Robert E. Meyers	CISCO Academy Trainer/Technician	Office of the Provost	08/09/99	\$35,287 Base:\$39,041	12 Mo.	New hire 08/09/99 - 06/30/00
Mr. Anthony Morelli	Assistant to the Head Trainer	Intercollegiate Athletics	07/01/99	\$12,535 .50 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Ms. Mary Ellen Munroe	Academic Advisor	Criminal Justice and Health Professions	07/01/99	\$15,640 .60 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00

**YOUNGSTOWN STATE UNIVERSITY
NEW PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF AUGUST 20, 1999**

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Mr. Joseph L. Nudo	Academic Advisor	Dean's Office—College of Health & Human Services	09/20/99	\$ 5,919 .26 FTE	9.5 Mo.	Rehire 09/20/99 - 06/30/00
Ms. Rozen D. Patterson	Academic Advisor	Dean's Office—Beeghly College of Education	07/01/99	\$13,753 .49 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Mr. Richard J. Popovich	Announcer/Producer	WYSU-FM	07/01/99	\$ 7,726 .35 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Mr. George R. Powell	Assistant Coach, Baseball	Intercollegiate Athletics	10/01/99	\$ 5,126 .33 FTE	12 Mo.	Rehire 10/01/99 - 06/30/00
Ms. Heather M. Rando	Academic Advisor	Dean's Office—Beeghly College of Education	07/01/99	\$ 1,295 .375 FTE	2 Mo.	Rehire 07/01/99 - 08/31/99
Ms. Amanda K. Reardon	Assistant Coach, Men's and Women's Track and Field	Intercollegiate Athletics	12/01/99	\$ 4,284 .3647 FTE	6 Mo.	Rehire 12/01/99 - 05/31/00
Mr. George Ritz	Marketing Assistant—Basketball	Intercollegiate Athletics	09/01/99	\$ 6,670 .2629 FTE	10 Mo.	Rehire 09/01/99 - 06/30/00
Mr. Terry L. Samuels	Assistant Athletic Academic Counselor	Intercollegiate Athletics	09/01/99	\$12,953 .54 FTE	10 Mo.	Rehire 09/01/99 - 06/30/00
Mr. William R. Schilling	Costume Assistant	Communication & Theater	07/01/99	\$16,081 .50 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Ms. Kathy Schrecengst	Lead Instructional Assistant	The Paula and Anthony Rich Center for the Study and Treatment of Autism	06/21/99	\$ 3,000 .5563 FTE	2 Mo.	Rehire 06/21/99 - 08/16/99

**YOUNGSTOWN STATE UNIVERSITY
NEW PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF AUGUST 20, 1999**

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Ms. Roseann Schwartz	Head Coach, Women's Golf	Intercollegiate Athletics	09/01/99	\$11,443 .66 FTE	10 Mo.	Rehire 09/01/99 - 06/30/00
Mr. Eric D. Skeeters	Assistant Coach, Men's Basketball	Intercollegiate Athletics	06/02/99	\$33,869 Base:\$37,000	11 Mo.	New hire 06/02/99 - 04/30/00
Mr. Brian D. Stock	Assistant Coach, Women's Soccer/ Athletic Youth Camp Director	Intercollegiate Athletics	07/01/99	\$20,000 .75 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Mr. Robert L. Stoops	Assistant Coach, Football	Intercollegiate Athletics	08/01/99	\$ 9,180 .6080 FTE	10 Mo.	Rehire 08/01/99 - 05/31/00
Mr. Edward Strauss	Assistant Coach, Women's Volleyball and Video Coach	Intercollegiate Athletics	08/01/99	\$15,864 .50 FTE	11 Mo.	Rehire 08/01/99 - 06/30/00
Mr. David S. Tammaro	Coordinator of Disability Services	Office of Equal Opportunity & Disability Services	05/24/99	\$ 1,038 Base:\$27,000	2 Wk.	New hire; resigned 06/04/99
Ms. April Antel Tarantine	Announcer/Producer	WYSU-FM	07/01/99	\$11,036 .50 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Mr. John W. Testa	Facilities Engineer	University Facilities	05/10/99	\$ 6,229 Base:\$43,000	12 Mo.	New hire 05/10/99 - 06/30/99
Mr. Ronald Trevellini	Director	Cushwa Small Business Center	07/19/99	\$51,923 Base:\$54,000	12 Mo.	New hire 07/19/99 - 06/30/00

ИМЕА БЪРОЕССИОНАЛНИ И АДМИНИСТРАТИВНИ АПОИМЕНТИ, БЪРОМОЦИИ И ДРУГИ ДЕЙСТВИЯ ЗА ПЕРСОНАЛА
КАТО СЪЩО И ДРУГИ ДЕЙСТВИЯ

**YOUNGSTOWN STATE UNIVERSITY
NEW PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF AUGUST 20, 1999**

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Mr. Troy Tuck	Assistant Coach, Football	Intercollegiate Athletics	08/01/99	\$ 6,641 .33 FTE	10 Mo.	New hire 08/01/99 - 05/31/00
Mr. Timothy J. Tyrrell	Assistant Coach, Football	Intercollegiate Athletics	08/01/99	\$ 6,671 .33 FTE	10 Mo.	New hire 08/01/99 - 05/31/00
Mr. Dennis R. Vince	Assistant Coach, Baseball	Intercollegiate Athletics	03/01/00	\$ 1,020 .2627 FTE	3 Mo.	Rehire 03/01/00 - 05/31/00
Mr. James Watkins	Administrative Assistant (Temporary)	Beeghly College of Education	07/01/99	\$20,400 .50 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Mr. Jamie L. Willis	Assistant Coach, Football	Intercollegiate Athletics	07/01/99	\$15,300 .75 FTE	12 Mo.	Rehire 07/01/99 - 06/30/00
Mr. Edward H. Wilson	Assistant Coach, Men's & Women's Cross Country & Track & Field	Intercollegiate Athletics	10/01/99	\$ 4,111 .3429 FTE	7 Mo.	Rehire 10/01/99 - 03/31/00
Mr. Eric D. Zwickel	Assistant Coach, Women's Cross Country	Intercollegiate Athletics	10/01/99	\$21,800 .33 FTE	11 Mo.	New hire 08/01/99 - 06/30/00
Mr. Robert J. Zwickel	Assistant Coach, Men's Cross Country & Track & Field	Intercollegiate Athletics	10/01/99	\$21,800 .33 FTE	11 Mo.	New hire 08/01/99 - 06/30/00

YOUNGSTOWN STATE UNIVERSITY
OFFICE OF PERSONNEL ACTIONS
AUGUST 20, 1999

**YOUNGSTOWN STATE UNIVERSITY
NEW EXTERNALLY FUNDED APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF AUGUST 20, 1999**

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Ms. Jamiye G. Backus	Director	Paula & Anthony Rich Center for the Study & Treatment of Autism	07/01/99	\$30,000 .75 FTE	12 Mo.	Rehire; externally funded 07/01/99 - 06/30/00
Dr. Margaret Biggs	Program Coordinator of the Scottish Rite Learning Center	Teacher Education	07/01/99	\$22,667 .50 FTE	12 Mo.	Rehire; externally funded 07/01/99 - 06/30/00
Ms. Leslie Chain	Survey Coordinator	Center for Urban Studies	05/24/99	\$ 904 .50 FTE	1 Mo.	New hire; externally funded 05/24/99 - 06/30/99
Ms. Suzanne Fleming	Research Associate II	Center for Human Services Development	07/01/99	\$ 4,315 .50 FTE	6 Mo.	Rehire; externally funded 07/01/99 - 12/31/99
Ms. Gail Foreman	Lead Instructional Assistant	The Paula & Anthony Rich Center for the Study & Treatment of Autism	06/21/99	\$ 3,000 5563 FTE	2 Mo.	New hire; externally funded 06/21/99 - 08/16/99
Ms. Mary C. Khumprakob	Coordinator	Center for Student Progress	06/14/99	\$ 1,300 Base:\$26,000	12 Mo.	New hire; externally funded 06/14/99 - 06/30/99
Ms. Cecilia Knowles	Coordinator of Supplemental Instruction	Center for Student Progress	07/01/99	\$14,406 Base:\$24,480	7 Mo.	Rehire; externally funded 07/01/99 - 01/31/00
Ms. Karla Krodel	Research Associate II	Center for Human Services Development	07/01/99	\$ 4,443 .50 FTE	3 Mo.	Rehire; externally funded 07/01/99 - 09/30/99

**YOUNGSTOWN STATE UNIVERSITY
NEW EXTERNALLY FUNDED APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF AUGUST 20, 1999**

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Ms. Wendy Miller	Research Associate I/ Evaluator	Center for Human Services Development	07/01/99	\$ 6,187 .80 FTE	14 Mo.	Rehire; externally funded, 07/01/99 - 10/31/99
Ms. Gail Foreman	Assistant Lead Instructional	Treatment of Autism Center for the Study & The Pennsylvania Autism Rich	08/01/99	\$ 2,889 .50 FTE	3 Mo. 5 Mo.	Revision FTE decrease 08/01/99 - 10/31/99
Ms. Susan R. Scavelli	Research Associate I/ Evaluator	Services Development Center for Human Services Development	07/01/99	\$ 8,033 .80 FTE	4 Mo.	Rehire; externally funded 07/01/99 - 10/31/99
Ms. Leslie Chasin	Survey Coordinator	Center for Urban Studies	02/24/99	20 FTE 2 Mo.	1 Mo.	New hire; externally funded
Dr. Margaret Biggs	Learning Center the Scottish Rite Programs Coordinator of	Teacher Education	03/01/99	20 FTE 255,000	15 Mo.	Rehire; externally funded
Ms. Janaye G. Jackson	Director	Treatment of Autism Center for the Study & Pennsylvania Autism Rich	03/01/99	32 FTE 230,000	15 Mo.	Rehire; externally funded

AS OF AUGUST 20, 1999
NEW EXTERNALLY FUNDED APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
YOUNGSTOWN STATE UNIVERSITY



**RESOLUTION TO APPROVE
FRINGE BENEFITS — RETIREMENT POLICY**



Subject: Fringe Benefits - Retirement

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Fringe Benefits - Retirement, policy number 7015.07 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 4.1 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit P attached hereto.

Board of Trustees Meeting
September 10, 1999
YR 2000-

Agenda Item E.7.b.



UNIVERSITY GUIDEBOOK



Subject: Fringe Benefits - Retirement

Developed by: Jean R. Wainio

Authorized by: G. L. Mears

Title: Interim Executive Director
Human Resources

Title: Executive Vice President

Date: May, 1999

EFFECTIVE:

Policy: The University is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living.

RESOLUTION NUMBER: YR 1999 - 108/2000

Retirement Plans:

- State Teachers Retirement System (STRS) is a plan for members of the faculty. Participation involves contributions from the individual and the University based upon annual gross salary. The University contributes 14% and the employee contributes 9.3%.
- Public Employees Retirement System (PERS) is a plan for non-teaching employees. Participation involves contributions from the individual and the University based upon annual gross salary. The University contributes 13.31% and the employee contributes 8.5%.
- The Alternative Retirement Program (ARP) was implemented for full-time faculty and professional/administrative staff effective January 1, 1999. Participation involves contributions from the individual and the University based upon annual gross salary. Faculty members contribute 9.3% and the University contributes 8% plus a mandatory contribution of 6% to STRS. Professional/administrative staff contribute 8.5% and the University contributes 7.31% plus a mandatory contribution of 6% to PERS.
- The following companies are participants in the ARP:
Aetna Life Insurance & Annuity Co., The Equitable Life Assurance Co., Great American Life Insurance Co., Lincoln National Life Insurance Co., Metropolitan Life Insurance Co, Nationwide Life Insurance Co., TIAA-CREF, and Variable Annuity Life Insurance Co.

Agenda Item E.7.b.

Exhibit P



**RESOLUTION TO APPROVE
FRINGE BENEFITS — RETIREMENT POLICY**



Subject: Fringe Benefits - Retirement

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Fringe Benefits - Retirement, policy number 7015.07 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 4.1 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit P attached hereto.

State Teachers Retirement System (STRS) is a plan for members of the faculty. Participation involves contributions from the individual and the University based upon annual gross salary. The University contributes 14% and the employee contributes 9.3%.

Public Employees Retirement System (PERS) is a plan for non-teaching employees. Participation involves contributions from the individual and the University based upon annual gross salary. The University contributes 13.31% and the employee contributes 8.2%.

The Alternative Retirement Program (ARP) was implemented for full-time faculty and professional/administrative staff effective January 1, 1999. Participation involves contributions from the individual and the University based upon annual gross salary. Faculty members contribute 9.3% and the University contributes 8% plus a mandatory contribution of 6% to STRS. Professional/administrative staff contribute 8.2% and the University contributes 7.31% plus a mandatory contribution of 6% to PERS.

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.7.b.



UNIVERSITY GUIDEBOOK



Subject: Fringe Benefits - Retirement

Developed by: Jean R. Wainio

Authorized by: G. L. Mears

Title: Interim Executive Director
Human Resources

Title: Executive Vice President

Date: May, 1999

EFFECTIVE:

Policy: The University is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living.

RESOLUTION NUMBER: YR 1999 - 108/2000

Retirement Plans:

- State Teachers Retirement System (STRS) is a plan for members of the faculty. Participation involves contributions from the individual and the University based upon annual gross salary. The University contributes 14% and the employee contributes 9.3%.
- Public Employees Retirement System (PERS) is a plan for non-teaching employees. Participation involves contributions from the individual and the University based upon annual gross salary. The University contributes 13.31% and the employee contributes 8.5%.
- The Alternative Retirement Program (ARP) was implemented for full-time faculty and professional/administrative staff effective January 1, 1999. Participation involves contributions from the individual and the University based upon annual gross salary. Faculty members contribute 9.3% and the University contributes 8% plus a mandatory contribution of 6% to STRS. Professional/administrative staff contribute 8.5% and the University contributes 7.31% plus a mandatory contribution of 6% to PERS.

The following companies are participants in the ARP:

Aetna Life Insurance & Annuity Co., The Equitable Life Assurance Co., Great American Life Insurance Co., Lincoln National Life Insurance Co., Metropolitan Life Insurance Co, Nationwide Life Insurance Co., TIAA-CREF, and Variable Annuity Life Insurance Co.

Agenda Item E.7.b.

Exhibit P

NUMBER
7015.07

PAGE 2 of 2

Parameters:

- Employees who elect to participate in an ARP irrevocably waive their right to participate in an eligible state retirement system while continuously employed at the University.
- Employees who elect to participate in an ARP are forever barred from claiming or purchasing service credit under any state retirement system for the period that an election to participate in an ARP is effective.
- Employees who elect to participate in an eligible state retirement system irrevocably waive their right to participate in an ARP while continuously employed at the University.

Procedures:

1. The Office of Human Resources will distribute information concerning each of the retirement programs to all new employees during orientation.
2. Employees must elect to participate in one of the retirement programs within ninety days of their initial date of employment.
3. Details of the available retirement programs are available in the Office of Human Resources.

Section 4. Retirement

4.1 Retirement Allowances, Pensions, Insurance Benefits

All full-service employees shall be eligible for participation in the various University retirement programs permitted by law.

Employees who elect to participate in an ARP involuntarily waive their right to participate in an eligible state retirement system while continuously employed at the University.

Employees who elect to participate in an ARP are forever barred from claiming or purchasing service credit under any state retirement system for the period that an election to participate in an ARP is effective.

Employees who elect to participate in an eligible state retirement system involuntarily waive their right to participate in an ARP while continuously employed at the University.

Procedures:

1. The Office of Human Resources will distribute information concerning each of the retirement programs to all new employees during orientation.
2. Employees must elect to participate in one of the retirement programs within ninety days of their initial date of employment.
3. Details of the available retirement programs are available in the Office of Human Resources.



**RESOLUTION TO APPROVE
FRINGE BENEFITS — DEFERRED COMPENSATION
PROGRAM POLICY**

Subject: Fringe Benefits - Deferred Compensation Program

Developed by: Debra L. Fitzmaurice
Title: Executive Director
Authorized by: G. L. Means
Title: Executive Vice President

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Fringe Benefits — Deferred Compensation Program, policy number 7015.09 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 4.3 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit Q attached hereto.

Procedure: Information regarding this program is available in the Office of Payroll



UNIVERSITY GUIDEBOOK



Subject: Fringe Benefits - Deferred Compensation Program

Developed by:	Debra L. Fitzsimons	Authorized by:	G. L. Mears
Title:	Executive Director Financial Services	Title:	Executive Vice President
Date:	June, 1999	EFFECTIVE:	

Policy: The University is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living.

RESOLUTION NUMBER: YR 1999 - 108/2000

Parameters:

- Eligible employees who are members of the Public Employees Retirement System (PERS) and State Teachers Retirement System (STRS) may participate in the Ohio Public Employees Deferred Compensation Program. Under this program, eligible employees may defer a portion of their income from current liability for state and federal taxes via available investment options.
- This program is administered by the Ohio Deferred Compensation Board, which is solely responsible for advising eligible employees regarding participation in the program.

Procedure: Information regarding this program is available in the Office of Payroll.

4.3 Deferred Compensation Program

Full-time University employees who are members of the Public Employees Retirement System are eligible to participate in the Ohio Public Employees Deferred Compensation Program, which is established under the authority of Sections 145.71 through 145.73 of the Ohio Revised Code. Under this program, eligible employees may defer a portion of their income from current liability for state and federal taxes; various investment options are available.

This program is administered by the Ohio Deferred Compensation Board, which is solely responsible for advising eligible employees regarding participation in the program.

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies, NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Fringe Benefits - Tax-Deferred Annuity Contributions, policy number 7012.10 of the University Guidebook, and does hereby rescind the former corresponding Article III, Section 4.2 of the Policies of the Board of Trustees of Youngstown State University, both shown as Exhibit B attached hereto.



**RESOLUTION TO APPROVE
FRINGE BENEFITS — TAX-DEFERRED ANNUITY
CONTRIBUTIONS POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Fringe Benefits — Tax-Deferred Annuity Contributions, policy number 7015.10 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 4.2 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit R attached hereto.

NUMBER
7015.10

PAGE 1 of 1



UNIVERSITY GUIDEBOOK

Subject: Fringe Benefits - Tax-Deferred Annuity Contributions

Developed by:	Debra L. Fitzsimons	Authorized by:	G. L. Mears
Title:	Executive Director Financial Services	Title:	Executive Vice President
Date:	June, 1999	EFFECTIVE:	

Policy: The University is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living.

RESOLUTION NUMBER: YR 1999 - 108/2000

Parameters:

- Eligible employees may elect to defer a portion of their income to an annuity contract or custodial account within the provisions of the *Internal Revenue Code*.
- The University assumes no responsibility regarding the advisability or appropriateness of any annuity contract or custodial account or for any tax consequences resulting from such investments.

Procedure: Information regarding these annuity programs is available in the Office of Payroll.

NUMBER
7012.10
PAGE 1 of 1

4.2 Tax-deferred Annuity Contributions

The President, or his designee, shall be authorized to approve on behalf of this Board, and in compliance with Section 401 through 409 of the Internal Revenue Code of 1954, as amended, the written request of any employee for such an amendment to his salary and the application of the reduced amount to an annuity contract for the employee with premiums not to exceed the amount of such reduction and the individual's current exclusion allowance.

The President, or his designee, shall be authorized to handle the administrative aspects with the various companies involved and to provide for a yearly joining period and the periodic payment of premiums in respect to the annuities provided thereunder. In no event shall the University be obligated to pay annuity premiums after the termination of an individual's employment.

Neither the President, nor his designee, shall make any representation regarding the advisability or appropriateness of a tax-deferred annuity arrangement for any particular employee or accept any responsibility for the tax consequences of the procedure authorized hereby.

The University assumes no responsibility regarding the advisability or appropriateness of any annuity contract or custodial account or for any tax consequences resulting from such investments.

Procedure: Information regarding these annuity programs is available in the Office of Payroll.



**RESOLUTION TO APPROVE ADMINISTRATIVE
APPEAL PROCESS — EXEMPT EMPLOYEES POLICY**

Subject: Administrative Appeal Process - Exempt Employees

Developed by: Jean R. Wainio
Authorized by: G. J. Moran
Human Resources
Date: July, 1999

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Administrative Appeal Process — Exempt Employees, policy number 7017.01 of the *University Guidebook*, shown as Exhibit S attached hereto.

- Exempt employees disputing an administrative decision are encouraged to initiate internal discussion prior to filing a formal appeal.
- Exempt employees may file a formal appeal of an administrative decision regarding termination, contract non-renewal, discipline, disputes concerning working conditions or promotion, or alleged discrimination.
- Members of collective bargaining units should refer to their respective agreement.

Procedures:

- A formal written appeal identifying the specific grounds must be filed no later than sixty calendar days of the occurrence or knowledge of the occurrence. This appeal is to be directed to the person's immediate supervisor.
- The supervisor will conduct an appropriate review and respond to the appeal in writing within thirty calendar days of its receipt.
- If the person filing the appeal is not satisfied with the supervisor's response, the employee may forward a written notification within ten calendar days with the appropriate Dean or Executive Director. The appropriate Dean or Executive Director will be provided the appeal within ten calendar days of its receipt.

**Board of Trustees Meeting
September 10, 1999
YR 2000-**

Agenda Item E.7.e.



UNIVERSITY GUIDEBOOK



Subject: Administrative Appeal Process - Exempt Employees

Developed by: Jean R. Wainio	Authorized by: G. L. Mears
Title: Interim Executive Director Human Resources	Title: Executive Vice President
Date: July, 1999	EFFECTIVE:

Policy: The University is committed to equitable employment practices and maintains an appeal process that may be utilized by exempt employees to provide prompt and equitable resolution of disputes resulting from administrative decisions.

RESOLUTION NUMBER: YR 2000

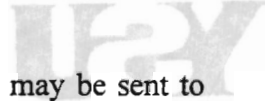
Parameters:

- Exempt employees disputing an administrative decision are encouraged to initiate informal discussion prior to filing a formal appeal.
- Exempt employees may file a formal appeal of an administrative decision regarding termination, contract non-renewal, discipline, disputes concerning working conditions or promotion, or alleged discrimination.
- Members of collective bargaining units should refer to their respective agreement.

Procedures:

1. A formal written appeal identifying the specific grounds must be filed no later than sixty calendar days of the occurrence or knowledge of the occurrence. This appeal is to be directed to the person's immediate supervisor.
2. The supervisor will conduct an appropriate review and respond to the appeal in writing within thirty calendar days of its receipt.
3. If the person filing the appeal is not satisfied with the supervisor's response, the employee may forward a written notification within ten calendar days, with particulars, to the appropriate Dean or Executive Director for review. A written response from the Dean or Executive Director will be provided the employee within ten calendar days of its receipt.

RESOLUTION TO APPROVE
CONDUCT ON CAMPUS POLICY



4. If this response does not satisfy the employee, a third written appeal may be sent to the Provost within ten calendar days. The Provost or designee, in collaboration with the appropriate Vice President, will have up to twenty-one calendar days to review all information submitted and render a final written decision.

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Conduct on Campus, policy number 7022.01 of the University Guidebook, and does hereby rescind the former corresponding Article III, Section 15 of the Policies of the Board of Trustees of Youngstown State University, both shown as Exhibit T attached hereto.



**RESOLUTION TO APPROVE
CONDUCT ON CAMPUS POLICY**

If this response does not satisfy the employee, a third written appeal may be filed with the Provost or designee, in collaboration with the appropriate Vice President, within ten calendar days. The Provost or designee will have up to twenty-one calendar days to review all information submitted and render a final written decision.

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Conduct on Campus, policy number 7022.01 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 15 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit T attached hereto.



UNIVERSITY GUIDEBOOK

Subject: **Conduct on Campus**

Developed by: Jean R. Wainio	Authorized by: G. L. Mears
Title: Interim Executive Director Human Resources	Title: Executive Vice President
Date: June, 1999	EFFECTIVE:

Policy: To maintain an effective learning, living, and working environment, it is essential that all employees, students, and visitors conduct themselves in a courteous, responsible, and law-abiding manner. In achieving this goal, the following behaviors are prohibited on property owned or controlled by the University:

1. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other official University activities.
2. Obstruction of the free-flow of pedestrian or vehicle traffic.
3. Physical or verbal abuse or conduct which threatens or endangers the health or safety of any person.
4. Unauthorized entry to, or use of, the building and grounds of the University.
5. Failure to comply with directions of University officials, YSU Police, or other law enforcement officers acting in performance of their duties, and failure to identify one's self to these persons when requested to do so.
6. Unauthorized use, possession, or distribution of narcotic or illegal drugs or alcoholic beverages.
7. Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals, or fire extinguishers.
8. Theft of, or damage to, property of the University, a member of the University community, or a campus visitor.
9. Disorderly conduct; breach of the peace; aiding, abetting, or procuring another to breach the peace; or lewd, indecent, or obscene conduct or expression.
10. Any acts of violence such as arson, assault, homicide, intimidation, etc.
11. Violation of other University regulations and applicable city, state, or federal laws.

RESOLUTION NUMBER: YR 2000



Parameters:

- These regulations are in no way intended to limit or restrict the Constitutional guarantees of freedom of speech and peaceful assembly.
- These regulations are designed to comply with the mandates of Section 3345.21 of the *Ohio Revised Code*.

Procedures:

1. Violators of these regulations may be ejected from University-owned or -controlled property and subject to criminal prosecution and/or University discipline which may include suspension or expulsion if a student, or suspension or termination if an employee. When applicable, disciplinary action shall be conducted in accordance with Sections 3345.22 and 3345.23 of the *Ohio Revised Code*.
2. YSU Police may be called upon to assist in the enforcement of these regulations and other regulations designed to preserve good order on the campus and to prevent disruption of the educational functions of the University.
3. If necessary, the President, or designee, may seek the assistance of other appropriate law enforcement agencies.
4. Additional regulations applicable to students may be found in the *Code of Student Rights, Responsibilities, and Conduct (The Code)*.
5. Employees covered by collective bargaining should refer to their respective agreement for additional information.

EXISTING POLICY - TO BE RESCINDED

Section 15. Conduct on Campus

While clearly recognizing the Constitutional guarantees of freedom of speech and peaceful assembly, and in no way intending to limit or restrict these freedoms, the University is cognizant of its responsibility to maintain law and order on the campus, and to prevent the disruption of the educational functions of the University. In consideration of these responsibilities, and in compliance with the mandates of Section 3345.21, The Ohio Revised Code, the Board of Trustees of Youngstown State University hereby adopts the following regulations and prohibits all persons, including visitors, from engaging in or participating in any of the practices enumerated below, and delegates the responsibility to enforce said regulations to the President, or his designee:

15.1 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions or of other authorized activities, on University-owned or -controlled property;

15.2 Physical abuse of any person on University-owned or -controlled property or at University-sponsored or -supervised functions, or conduct which threatens or endangers the health or safety of any person;

15.3 Theft of, or damage to, property of the University or property of a member of the University community or the property of a campus visitor;

15.4 Unauthorized entry to, or use of, University facilities, including both buildings and grounds;

15.5 Violation of University policies or of campus regulations including those regulations concerning the registration of student organizations, the use of University facilities, or legally justified procedures concerning the time, place, and manner of public expression;

15.6 Violation of rules governing residence in University-owned or -controlled property;

15.7 Disorderly conduct, breach of the peace, aiding, abetting, or procuring another to breach the peace, or lewd, indecent, or obscene conduct or expression on University-owned or -controlled property or at University-sponsored or -supervised functions;

- 15.8 Use, possession, or distribution of narcotic or illegal drugs on University-owned or -controlled property, such as marijuana and lysergic acid diethylamide (LSD), except as expressly permitted by law;
- 15.9 Failure to comply with directions of University officials or police and any other law enforcement officers acting in performance of their duties, and failure to identify one's self to these persons when requested to do so;
- 15.10 Obstruction of the free-flow of pedestrian or vehicle traffic;
- 15.11 Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals or fire extinguishers on University-owned or -controlled property.

The University regards student behavior on or off the campus as its concern, and expects all students and faculty members to conduct themselves on or off campus as responsible adults.

Any person, including visitors, who violates these regulations may be ejected from University-owned or -controlled property and is subject to criminal prosecution and/or University discipline which may include, but is not limited to, suspension or expulsion from the University if a student, or termination of employment if an employee.

The University administration is empowered to adopt and publish additional provisions for the administration and enforcement of these regulations.

Members of the University security staff are hereby authorized to assist in the enforcement of the above regulations and all other regulations and laws which are designed to preserve the good order on the campus and to prevent the disruption of the educational functions of the University.

The appropriate University officers, when unable to deal effectively with the incidents of misconduct specified above, or any violation of municipal, state, or federal law occurring on the campus, are hereby authorized to seek the assistance of other appropriate law enforcement officers.



**RESOLUTION TO RATIFY
YSU-ACE LABOR AGREEMENT**



WHEREAS, an Agreement for 1999-2000, 2000-2001, and 2001-2002 between Youngstown State University and the Youngstown State University Association of Classified Employees, an affiliate of the Ohio Education Association, has been negotiated; and

WHEREAS, the membership of the Youngstown State University Association of Classified Employees has ratified the proposed Agreement; and

WHEREAS, Board Policy 7020.01 (Compensation and Salary Studies) authorizes the President of the University to pursue the development of salary plans for all University employee groups to provide for comparable pay; and

WHEREAS, the Agreement is guided by this Policy and is within prescribed parameters;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that the Agreement between Youngstown State University and the Youngstown State University Association of Classified Employees for the period September 16, 1999, through August 15, 2002, is hereby ratified.

**Board of Trustees Meeting
September 10, 1999
FY 2000-**

Agenda Item E.7.g.



**RESOLUTION REGARDING TERMS AND CONDITIONS
OF EMPLOYMENT FOR CLASSIFIED EMPLOYEES
EXCLUDED FROM COLLECTIVE BARGAINING**

WHEREAS, the Board of Trustees ratified a collective bargaining Agreement with the Youngstown State University Association of Classified Employees (YSU-ACE) for the three-year period September 16, 1999, through August 15, 2002, which defines wages and other terms and conditions of employment for classified employees in the bargaining unit; and

WHEREAS, Board Policy 7020.01 (Compensation and Salary Studies) authorizes the President of the University to pursue the development of salary plans for all University employee groups to provide for comparable pay; and

WHEREAS, it is deemed to be equitable and in the best interest of the University to extend the same provisions of the *Agreement* to classified employees excluded from collective bargaining; and

WHEREAS, these provisions are in the areas of wages, leaves, transfers and promotions, layoff and recall, and insurance benefits;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that pay increases specified in Article 3, as well as other terms and conditions of employment as stated in Articles 14, 15, 16 and 22 of the *Agreement* be extended to all classified employees excluded from collective bargaining, except for employees in the law enforcement field in the YSU Police Department, commencing September 16, 1999, and ending August 15, 2002.

Board of Trustees Meeting
September 10, 1999
FY 2000-

Agenda Item E.7.h.
September 10, 1999
FY 2000-